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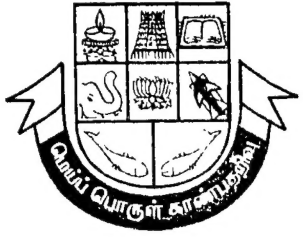
Distance Education



**P.G.Diploma in
School Administration
and
Post B.Ed., Diploma in
School Administration**

Recognised by DEC
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2071/2081



MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Distance Education



463

**P.G.Dip. in School Administration
and
Post B.Ed., Dip. in School Administration**

Paper - II

**Tamil Nadu Matriculation, Minority, Nursery
and Primary Schools - Rules and Regulations**

**Recognised by D.E.C.
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2071/2081

**DIP. IN SCHOOL
ADMINISTRATION
&
POST B.Ed., DIP. IN
SCHOOL ADMINISTRATION**

**PAPER - II
TAMIL NADU MATRICULATION,
MINORITY, NURSERY AND
PRIMARY SCHOOLS - RULES
AND REGULATIONS**

Dear Students,

You are welcome to the Diploma in School Administration / Post B.Ed., Diploma in School Administration through Distance mode offered by our University. You have “Tamil Nadu Matriculation, Minority, Nursery and Primary Schools - Rules and Regulations” (Paper - II) is one of the papers for the Course. You are requested to go through and make the best use of the study materials.

With Best Wishes

**Dept. of Education
Directorate of Distance Education**

SYLLABUS

PAPER - II

Tamil Nadu Matriculation, Minority, Nursery & Primary Schools - Rules and Regulations

Unit I

Recognition - Admission and Withdrawals - Regulation of Matriculation Schools.

Unit II

Financial Code - Staff Leave Rules - Registers - Buildings of Matriculation Schools.
Closure of Schools - Disciplinary Regulations for Students of Matriculation Schools.

Unit III

Minority Schools - Definitions - Regulations - Pay and Allowance of Teachers and Other Persons Employed - Payment of Grant.

Unit IV

Minority Schools - Qualification for Appointment of Teachers - Audit and Accounts - Closure of Minority Schools.

Unit V

Nursery & Primary Schools - Approval - Admission - Finance, Staff, Registers, Buildings, Closure of Schools & Disciplinary Regulations.

References

1. Code of Regulations for Matriculation Schools in TamilNadu.
2. Arulselvam, M. (2003). The Tamil Nadu Educational code. Chennai : Malathi Publications.

SCHEME OF UNITS

Unit	Title	page
I	Recognition Matriculation Schools	1
II	Financial Code Matriculation Schools	15
III	Minority Schools Payment of Grant	34
IV	Minority Schools..... closure of Minority Schools	41
V	Nursery & Primary Schools Disciplinary Regulations	54

MODEL QUESTION PAPER

PAPER - II

TAMILNADU MATRICULATION, MINORITY, NURSERY & PRIMARY SCHOOLS - RULES AND REGULATIONS

Time : 3 Hours

Marks : 100

Instructions :

- (i) All questions carry equal marks :
- (ii) Answer any twenty from the following:
 1. Explain student's admission procedure in Matriculation Schools.
 2. List the Registers to be maintained in a Matriculation Schools.
 3. When can a Matriculation School be closed?
 4. Table the authorities for the Schools at different levels.
 5. Which school is said to be a Minority School?
 6. When can Transfer Certificate be issued?
 7. Enumerate the conditions to be satisfied for the recognition of new Matriculation Schools.
 8. List the punishments, which could be given to Matriculation School Schools.
 9. How can a Nursery School get recognized?
 10. Specify the qualifications for appointment of teachers in Minority School.
 11. Mention the service conditions of staff in Matriculation School.
 12. How can appeal be made in Minority School?
 13. Explain the minor punishments in Matriculation School.
 14. Enumerate the Matriculation School building condition.
 15. Explain teacher's code of conduct.
 16. What is the place of audit and accounts in Minority Schools?
 17. When can a Matriculation School teacher be terminated?
 18. How can a Minority School be closed?
 19. List the registers to be maintained by a Minority middle school.
 20. What was the status of Matriculation Schools in Tamil Nadu prior to 1st 1976?
 21. Mention the qualifications for the teaching staff in Primary Schools.
 22. Explain the payment of grant to Minority Schools.
 23. State the stages at which a Minority School can exist.
 24. How can withdrawal of recognition of Matriculation School be made?
 25. How is the correspondent of a Matriculation School accountable to the educational agency?

UNIT - I

1.10 Overview

This unit bringout the preamble, Recognition, Admission and withdrawals and code of regulations of Matriculation Schools in Tamil Nadu.

1.20. Objectives :

On Completion of this package, you should be able to

- define the meaning of Matriculation School.
- list the procedure to get recognition of Matriculation Schools.
- explain the admission and withdrawal procedure of Matriculation Schools
- bring out the code of regulations for Matriculation Schools in TamilNadu.

1.30. Study Materials

1.3.1. Preamble

The Matriculation Schools in Tamil Nadu form a separate category of their own with a separate identity, and cater to the special educational needs of people. All such schools in Tamil Nadu and in the Union Territory of Pondicherry were once affiliated to the University of Madras. Later, when Madurai University was established the Matriculation Schools in its area were automatically transferred to it for affiliation.

The Syndicate of Madras University unanimously decided a few years ago that the Universities need no longer control Matriculation Schools and suggested that this responsibility might as well be taken off their shoulders. The Government of TamilNadu gave due consideration to this suggestion and decided after careful consideration that the Matriculation Schools might be transferred to the control of the Director of School and a separate Board of Matriculation Schools might be formed with the Director of school Education as its Chairman for the purpose of giving the necessary direction and guidance to these schools. This decision was communicated in G.O. Ms. No.

2816, Education, dated 29th November 1976. On the basis of the suggestions of the Director of School Education, Government ordered the constitution of the Board of Matriculation Schools in G.O. Ms. No. 1720, Education, dated 25th July 1977 and also defined the terms, conditions and functions of the Board. An Inspectorate of Matriculation Schools was also formed in G.O. Ms.No. 2678, Education, dated 29th December 1977 with an Inspector in the rank of a District Educational Officer and the necessary ministerial staff.

The Matriculation Schools are allowed to retain their original structure and hence they are permitted to levy fees and as such they are not eligible for any grant. The Matriculation Schools in general have the freedom to adopt their own curriculum and make innovations that suit their needs, except during the last two years when they have to adopt the common curriculum as they prepare their students for the public examinations. Along with the other schools in the State, the Matriculation Schools have also switched over to the 10 +2 pattern and at the plus two or higher secondary stage they have adopted the common curriculum and syllabus in unison with the other types of schools recognised by the State. The Matriculation Examination which was formerly conducted by the University is now conducted at the end of Standard X by the Director of Government Examinations who will also conduct the Higher Secondary Examinations who will also conduct the Higher Secondary Public Examination at the end of Standard XII for all types of schools from 1979-80 onwards. English alone has been the medium of instruction in the Matriculation Schools so far and they are permitted to retain this structure also. In this context, it is worth mentioning that the Matriculation Schools of TamilNadu have establishing a name and a Standard for themselves by their academic efficiency.

At the first meeting held on 18th February 1978 with the Director of School Education in the Chair, the Board of Matriculation Schools decided that a Code of Regulations might be compiled for these schools and appointed an eight-member Sub-committee for the purpose. The Committee was asked to present the draft code for the Board's approval. The draft code was circulated to the Heads of all Matriculation Schools for their valuable comments and suggestions. The Code as now finally adopted by the TamilNadu Board of Matriculation Education is therefore the result of combined wisdom of all the persons involved in Matriculation Education.

It is hoped that this code which provides for orderly progress of these schools and also for normal service conditions to the staff will usher in an era of progress and more progress for these institutions.

1.3.2. INTRODUCTION

1. (i) The code applied to Matriculation Schools recognised, by the Department of School Education, Tamil Nadu herein after called the Department.
- (ii) It shall come into force on such date as the government may by notification appoint. (1-6-78) vide Procs. Rc. No. 52592/E3/78 dated 22.9.80 of the Director of School Education, Chennai - 6.

2. Definitions :- The term “Matriculation Schools” in this code signifies the schools which were recognised by the Universities of Madras and Madurai as the case may be and subsequently recognised by the Department. Schools which will be admitted into this category hereinafter will also be called the Matriculation Schools and be governed by the said code.

In this code unless the context otherwise requires :-

- (i) The term “School” signifies Matriculation Schools.
- (ii) The term “Government” signifies the Government of Tamil Nadu.
- (iii) The term “Director” Signifies the Director of School Education.
- (iv) The term “Board” signifies Board of Matriculation Schools.
- (v) The term “Inspector” signifies the Inspector of Matriculation Schools.
- (vi) “Recognised Schools” means a school recognised under this code.
- (vii) “Principal” denotes “The head of a Matriculation School”
- (viii) “Education Agency” means any person or body of persons which has established and is administering or proposes to establish and administer such Matriculation Schools.

3. The responsibility of maintenance and control of every recognised school shall vest in a governing body which shall be responsible for the fulfillment of all the conditions upon which recognition is granted. The governing body may entrust the management of a school to a Manager or / and a Correspondent responsible to it. But such delegation will not divert it of ultimate responsibility to the Department and Government. The

Manager or / and Correspondent duly appointed by the governing body of the Educational Agency shall be approved by the Department.

In communication with the Department, the Manager, or Correspondent should invariably address the Inspector.

4. The interpretation of any article in this code shall rest with the Department.
5. The appendices to the code shall have the same effect as the articles of the code and shall be treated as part of the code.
6. The Matriculation Schools will be considered as a separate entity by the Department.
7. The Schools will continue to be fee-based and use English as medium of instruction. They will continue to be free as hitherto to innovate with regard to their curriculum except for the last one year when they prepare students for the public examination.
8. This code shall be applicable also to Higher Secondary Section of Matriculation Schools.

1.3.3. RECOGNITION

Recognition of Matriculation Schools :- All Schools enjoying recognition of the Madras, Madurai Universities as on 1st June 1976 will be recognised by the Department on submission of particulars in the proforma prescribed (Annexure - I). Recognition will be accorded from Standards I to X or the Standards that actually exist.

Recognition of new Matriculation Schools :-

- (i) *Powers to grant permission :-* The competent authority to grant permission to open a Private Matriculation School or to upgrade an existing school will be the Director. The application will be made in proforma prescribed in Annexure II. The fees to be paid in respect of every application to open a new matriculation School shall be Rs. 100/- The fee shall be credited to Government under the Head of Account prescribed by the Department.
- (ii) A list of new Matriculation Schools permitted to be opened by the Director shall be placed before the Board for information.

(iii) Recognition :- The Educational Agency of a private Matriculation School shall apply in the form prescribed in Annexure III for recognition of the school to the Director through the Inspector. The application shall be made within three months from the date of opening of the school. Where a temporary recognition is accorded, application for continuance shall be made not later than three months prior to the date of expiry of the temporary recognition.

(iv) The following conditions shall be satisfied for the purpose of recognition.

(a) The Educational Agency shall produce a licence permitting the use of the school building as public building under the TamilNadu Public Buildings (Licensing) Act, 1965 (Tamil Nadu Act XIII of 1965).

(b) Where the licence has been issued for a specific period the fresh licence shall be perduced before the expiry of the period of validity of the said licence.

(c) The Educational Agency must satisfy that the school is actually needed in the locality or District and that it has sufficient buildings, class rooms, laboratories, furniture, sanitary facilities and adequate grounds for physical training activities.

(d) The Schools applying for Recognition after 1st June 1978 should create an endowment of Rs. 1,00,000 out of which 50 percent will be deposited at the time of opening and remaining amount will be deposited in five equal annual instalments. In respect of minority schools, separate reference should be made for obtaining exemption from creation of endowment and orders obtained in each individual case. In the case of old schools which have already created endowment the endowment will be limited to Rs. 1,00,000. In the case of schools which did not create endowment status quo will be maintained. The schools will be allowed to create the endowment of Rs. 1,00,000 from the fixed deposit they have made with the University when it matruces. The date of maturity should be intimated to the authority concerned.

Note : (For amendment vide D's Procs./RC68733/E3/81/dated 9-3-82 (in the file)

(e) In addition to the creation of the endowment referred to above, in the case of new schools, the Educational Agency shall also deposit in any schedule bank in the name of the school, a sum equivalent to a minimum of one month's salary of the staff employed in the school to serve as a working capital of the school which may be

drawn for the disbursement of salary to the members of the staff on the due date in the event of any delay in the disbursement of salary.

(f) The Educational Agency in the case of new schools should have fulfilled all the conditions stipulated by the competent authority at the time of according permission to open the school.

(g) The school shall be situated in a building which is accessible to all castes and communities.

(h) The management of a school shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in recognised schools or who has been convicted for offences involving moral turpitude.

(i) It shall be open to the competent authority to reject the application of a new school for recognition if he considers that any one of the conditions has not been satisfied.

(j) The Inspector may visit a recognised school during school hours.

11. Withdrawal of recognition :- (a) The competent authority for withdrawing recognition of a Matriculation School will be the Director.

(b) The recognition shall be withdrawn permanently or for any specified period by the Director after a proper enquiry if the Educational Agency or its authorised representative violates any one of the conditions stipulated for recognition.

Annexure - I

PROFORMA

Particulars required for recognition of Matriculation Schools

1. Name of the school with full address.

2.(a) Date in which the school is recognised by the University of Madras / Madurai.

(b) Reference number and the date of orders of the University according to recognition to the school.

3. Name of the Educational Agency managing the school.

4. Name of the Manager (If there is a post as such)

5. Name of the authorised correspondent

6. Name of the Headmaster/Headmistress of the School

7.a) Whether recognition is sought from L.K.G. to Std. X or Std I to X

b) If recognition is not sought for LKG and UKG the same may be indicated.

c) Standardwise and sectionwise strength (to be given in a separate annexure)

8. Particulars of Teaching and non-teaching staff employed in the school (to be given in a separate annexure)

Sl.No.	Name	Date of birth	Academic qualifications with subjects studied in Degree	Professional qualifications with subjects	Pay
1	2	3	4	5	6
Total Service in other recognised schools and Matriculation Schools			Total Service in present school	Total Service Column	
7(a)			7(b)	7(a)+7(b)/7(c)	

9.a) Details of accommodation and sanitation available should be enclosed preferably with a sketch.

b) The portion of the building occupied by the unrecognised sections may be shown separately in the sketch.

c) Whether water facility is available.

d) Whether owned or rented or rent-free.

10. a) Details of furniture, applications and apparatus available.

b) Whether separate laboratory facilities are available for Physics, Chemistry and Biology.

11. a) Whether a library is provided

b) Number of volumes available.

12. Language taught under second language

13. Playground

a) Area available in acres

b) Owned or leased

14. a) Whether the School has created the endowment as required by the University.

b) If so, the amount of endowment created

15. Fees levied in each standard

16. Whether the school is holding a licence permitting the use of the school building under the TamilNadu Public Building (Licensing) Act, 1965 (Tamil Nadu Act XIII of 1965)

17. Whether the school has received a sanitary certificate from the competent authority (in Chennai city-Director of Public Health)

2. An Assistant Director of Public Health

3. Health Officer of the Corporation

In Muffasul Municipalities having Health Officer, Municipal Health Officer. - In Municipalities where there are no health officer and in rural areas of all Districts, District Health Officer or if Sanitary reasons are given Health Inspector.

(Signature of Correspondent)

Annexure - II

APPLICATION FOR THE OPENING OF A MATRICULATION SCHOOL

1. a) Name of the place where the new school is proposed to be opened.
b) Name of the proposed school
2. Revenue District, Taluk and Post Office
3. i) Details of the management which proposed to open the Matriculation School.
ii) Is the management a registered body? If so, the details should be furnished.
4. Standard proposed to be opened. (New or upgrading, details may be furnished)
5. Population of the Villages within eight kilometre radius.
6. Population of children in the school age group 11-17, 14-17 in the villages within eight kilometres radius (Particulars in respect of boys and girls should be furnished separately)
7. Number of primary and Middle Schools functioning within the eight kilometre radius with their standardwise strength.
8. Details of Matriculation Schools and High Schools, within the distance of eight kilometres together with their standardwise strength.
9. Whether there is any natural barrier between proposed school and the existing schools.
10. (a) Name of the Pre-primary, Primary, Middle and High Schools in the locality.
(b) Distance of such schools from the proposed school.

(c) Particulars of strength attendance (roll and attendance) of such schools (Standardwise) particulars should be furnished)

11. Number of pupils expected to join in each of the standard of the proposed school.

12. Medium of Instruction

13. Whether the fees of Rs. 100 remitted. If so, the details of remittance made (Head of account to which the amount is to be remitted)

0202-Edn. Sports & Culture 01- General Edn. 202-Sec. Edn. (5) other receipts (0202-01-202-AB-0505)

14. Whether the Educational Agency is prepared to create :

a) Endowment as required in Rule 10(iv) (d)

b) Cash reserve as required in Rule 10(iv) (e)

15. Details of the accommodation, playground area, furniture etc. proposed to be provided for the school.

Place :

Signature of the person

Date :

Duly authorised by the Management.

Annexure - III

APPLICATION FOR RECOGNITION OF SCHOOLS

1. Name of the School with full address
2. Date of opening of the school (Reference number and date of orders of the competent authority permitting the opening of the school to be furnished). In case of minority schools and other schools existing on the date of commencement of the code, the reference number and the date of submission of the statement should be indicated.
3. Name of the management managing the school.
4. (i) Name of the Manager.
(ii) Name of the Principal / H.M.
(iii) Name of the Correspondent.
5. Standards for which recognition is sought for
6. a) Standardwise strength and attendance
b) Whether all the standards are having economic strength.
c) List of teaching and non-teaching staff employed in the school with details of qualifications, designation etc., to be furnished.

- d) Whether the teaching and non-teaching staff are qualified.
- 7. a) Details of accommodation and sanitation available should be enclosed.
 - b) Whether owned or rented or rent-free
 - c) Whether adequate and suitable
- 8. a) Details of furniture, appliances and apparatus.
 - b) Whether adequate and suitable.
- 9. a) Whether a library is provided.
 - b) Whether it is adequate.
- 10. Whether register are maintained in the prescribed forms.
- 11. Whether arrangements have been made for the compulsory medical inspection of the pupils.
- 12. Playgrounds
 - (i) Area available (in acres)
 - (ii) Owned or leased
 - (ii) Whether adequate and fit for use
- 13. (i) Whether the school has created
 - (a) Endowment has required in Rule 10 (iv) (d)
 - (b) Cash reserve as required in Rule 10 (iv) (e)
- (ii) Property full details regarding extent of the property value of the property etc. should be furnished.
- (iii) If the endowment is in the shape of cash full details of the amount and mode of investment should be furnished.
- (iv) Whether the endowment is unencumbered and whether it stands absolutely in the name of the school without any reversionary rights.
- (v) Net annual income derived from the endowment.
- (vi) Whether the original deed of property has been verified by the Government Pleader and certified that the deed conveys absolute rights to the school without any reversionary rights to the donor that it is unencumbered.
- (vii) Whether the original cash investment certificates have been verified by the Inspector.
- (viii) Whether attested copy of the Government Pleader's opinion, income certificate, encumbrance certificate in respect of the property endowed to the school are enclosed.
- (ix) Details of balance endowment to be created if any,

14. Whether the management is agreeable to abide by the conditions for the recognition in rule 10 and the provisions of the code of the regulations for Matriculations Schools.

DECLARATION

On behalf of the management of the school, I hereby declare that all the conditions specified in the Rules and the departmental orders have been fulfilled. I also declare that we shall abide by the conditions for recognition in Rule 10 and the provisions of the code of regulations for Matriculation Schools.

Station :

Signature of the person

Date :

Duly authorised by the Management

1.3.4. ADMISSIONS AND WITHDRAWALS

Admission :- (i) The Principal will have the right of admission and will also be responsible for admissions according to the rules.

(ii) A pupil with a Transfer Certificate shall be admitted to the Standard to which the Transfer Certificate declare him/her fit. The pupil should not be placed in a class higher or lower.

(iii) Age of pupils :- Pupils admitted into Standard I should have completed five years on 31st July of that year. 31st July will be the reference date. No exemption from the operation of age rules will be applied for or sanctioned for pupil's studying in Standard I for it defeats the very purpose of having a minimum age limit.

(iv) Age rules need not be applied in other Standard for pupils who are coming for admission with Transfer Certificates from Recognised Schools.

(v) Age rules should be applied for pupils coming from unrecognised private schools. The Inspector is authorised to give exemption upto a period of six months in deserving cases on the recommendations of Principals in the case of admission in Standard II and above.

(vi) Application for admission shall be made in the form prescribed in annexure IV. The Principal may at his discretion demand valid birth certificate, at the time of admission. Baptism Certificate may be accepted as equal to birth certificate. The date of birth once entered will not be altered except when an obviously absurd entry has to be corrected or when a civil court directs correction in any individual case. In these cases, the corrections should be made only under the Director's orders and should be attested by the Inspector.

(vii) No pupil who has not attended a recognised school in the first term shall be admitted in the Second Term to any recognised school without the prior permission of the Inspector. The First Term will constitute the months from June to December and the Second Term will constitute the months from January to April.

(viii) Transfer Certificate received from other States for admission into Standard IX and X will be sent to the Inspector for evaluation.

(ix) Admission of pupils coming from unrecognised schools can be made ordinarily till 31st July upto Standard VI. The pupils should be judged after testing as fit for the class and the pupils should satisfy the age rules.

(x) Transfer Certificates received from other States should bear the counter signature of the Inspecting Officers of the concerned State.

Withdrawal :- Transfer Certificates may be issued only on application by parents or guardians in writing. Transfer certificates should not be issued in the case of pupils debarred till the period is over. A form for Transfer Certificate is given in Annexure V.

1.3.5 : SCHOOL REGULATIONS

(i) **School Hours :-** The ordinary school day shall consist of not less than five hours in Standards VI to X and not less than four hours in Standards I to V. The holding of school for more than three consecutive hours is prohibited. In the lower classes, if the pupils are young at least one break of fifteen minutes shall be allowed where the course of continuous instructions extends to three hours.

(ii) **Working days :-** The minimum number of working days in a year should be 200 including Examination Days. At the beginning of an academic year, the schools will draw up a list of working days and holidays and send the same to the Inspector.

(iii) **Strength :-** Strength will be regulated as follows :- The staff will ordinarily be regarded as insufficient if any teacher is required to teach more than 50 pupils or more than one class at one and the same time.

Admission in excess of 50 pupils in a Standard or a section of a standard should not be made without the prior permission of the Inspector, provided there is sufficient accommodation. There should not be more than four sections in class. Each section should have a separate class room. To open a fifth section for a Standard, permission should be obtained from the Inspector. Information shall be given to the Inspector when a section is closed down.

Annual Promotion :- Promotion will be made annually by the Principal. The Principal will be ultimately responsible for promotion. There will be no double promotion in any one year.

The Principal will draw the principles of promotions every year in consultation with the staff council. Principles may differ for each standard and section. But once principles are framed there should be no deviation. Standardwise principles of promotion and detention lists should be recorded in a register and signed by the principal and teachers concerned within a week after the completion of promotions and before publishing the results.

Annexure - IV

Application for Admission into Matriculation school

1. Name of pupil
2. Date of birth
3. Nationality and State to which the pupil belongs
4. Religion (This information is intended only for statistical purposes)
5. Does the candidate belong to Scheduled Castes or Scheduled Tribes or other socially and educationally backward classes specified in the TamilNadu Educational Rules or is he a convert from the Scheduled Castes or the Scheduled Tribe? If so, please specify.
6. Whether living with parent or guardian and local residence if not living with parent or guardian.
7.
 - a) Name of parent
 - b) Occupation
 - c) Full Address
8.
 - a) Name of guardian
 - b) Occupation
 - c) Full address
9. Class last studied, name of school last attended and whether qualified for promotion.
10. Whether Transfer Certificate or Elementary School-Leaving Certificate and (or) Record Sheet is attached.
11. Class into which admission is sought.
12. Mother tongue of the pupil
13. Languages proposed to be taken under second language.
14. Protection from small-pox whether vaccinated or small-pox marked.
15. Previous school history of pupil

I declare that the statement above is correct and that the pupil has not attended any other school besides those mentions above.

I declare that I will not ask for a change in date of birth in future.

Station :

Signature of Parent / Guardian

Date :

orders of the Headmaster / Headmistress
(regarding admission with signature and date)

Annexure - V
FORM OF TRANSFER CERTIFICATE

Number :

1. Name of the school which the pupil is leaving
2. Name of the pupil
3. a) Name of the father
b) Nationality, Religion and Caste
c) Community - State whether the pupil belongs to -
(i) Adi-Dravidar (SC or ST)
(ii) Backward Class
(iii) Most Backward Class
(iv) Converts to Christianity from SC to ST
(v) Denotified Communities
4. Date of Birth in words as entered in Admission Register.
5. Standard in which the pupil was reading at the time of leaving (in words)
6. Date of admission or promotion to the standard. The year to be entered in words.
7. Whether qualified for promotion to a higher standard under the Code of Regulations of Matriculation Schools.
8. Whether the pupil has paid all the fees due to the school.
9. Date on which the pupil actually left the school.
10. Date on which application for transfer certificate was made on behalf of the pupil by his guardian / parent.
11. Date of Transfer Certificate
12. Signature of the Principal.

1.4.0 : Library Unit

ArulSelvam. M. (2003) - The TamilNadu Education code.

1.5.0 : Enrichment Activities

1. Define the term Matriculation School.
2. Explain the Developmental aspects of Matriculation School in TamilNadu.
3. What are procedure to be adopted to get recognition of Matriculation School in Tamil Nadu?
4. Identify the Student's admission procedure in Matriculation Schools.
5. Enumerate the code of regulations for Matriculation Schools in Tamil Nadu.

UNIT II

2.10 : Overview

This unit provides particulars regarding Financial Code - Staff. Leave rules - Registers - Buildings - Closure of Schools - Disciplinary regulations for student of Matriculation Schools.

2.20 : Objectives

On Completion of this package, you should be able to

- identify the financial sources for Matriculation Schools
- describe the qualification of both teaching and non teaching staff.
- bring out the code of conduct for teachers and other persons employed in Matriculation School.
- List the Registers to be maintained in Matriculation School.
- explain the disciplinary regulations for students in Matriculation Schools.

2.30. Study Materials

2.31 FINANCIAL CODE OF MATRICULATION SCHOOLS

(i) The Matriculation Schools will continue to enjoy the financial autonomy hitherto enjoyed by them. They will ensure that the fees they are levying are reasonable and are commensurate with the expenditure involved and amenities provided. After the financial year is over, the accounts are to be audited by a Chartered Accountant and a certificate signed by the auditor to the effect that the accounts have been audited should be sent to the Inspector within a month after the completion of audit.

(ii) The teachers and non-teaching staff in Matriculation Schools should be paid at least as per the Government scales of Pay revised from time to time.

2.3.2 STAFF

Qualifications of the Staff :- The staff will be qualified in accordance with the prescription made in Annexure I. But no one who is on the role on 1st June 1978, need be retrenched because of this rule. They should get themselves qualified within a period of five years from 1st June 1978. This does not apply to teachers who have already put in 15 years of service in any recognised school and those who have completed 45 years of age.

They should get exemption from the Director of prescribed qualifications to continue further.

18(i) The members of the staff including the Principal retire at the age of 60 (sixty) as permitted by the University. If they have to retire in the middle of the academic year they will continue to be re-employed till the closure of the academic year i.e. 31st May. The Director is empowered to give extension for a period of two years only. One year at time in respect of Principals of Matriculation Schools who attain the age of 60 in special cases provided that the services, conduct and character of the Principal are extraordinarily satisfactory and the management also recommends and he/she is physically fit to continue in service for the period to be extended.

(ii) The staff in Matriculation Schools will be paid at the rate of Government scales of pay and they are eligible for selection grade after 10 years of service as in other recognised schools. The teachers and other persons employed in Matriculation Schools shall be governed by the code of conduct as specified in Annexure II.

19. In a permanent vacancy, member of teaching and non-teaching staff shall be appointed only on probation for a period of 12 months from the date of his/her appointment. But the school authority may before the expiry of that period extend it to a further period not exceeding 12 months for reasons to be given in writing to the teacher and acknowledged by the teacher.

Terminations :- (A) In respect of Teachers or a member of non-teaching staff appointed temporarily or to act on probation. The management shall have power to terminate the services of such teacher or a member of non-teaching staff without notice for any or all of the following reasons.

(i) Wilful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension or cancellation of teachers certificates by the Director under the Code of Regulations for Matriculation Schools.

(ii) With notice of two months or two months salary in lieu thereof for the following reasons :

(a) Incompetence (b) Retrenchment (c) Physical unfitness or any other good cause.

Termination :- (B) In respect of teachers or a member of non-teaching staff appointed permanently. The management shall have the power to terminate the services of such teacher or a member of non-teaching staff without notice for any or all the following reasons.

(a) Wilful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension or cancellation of teachers' certificates by the Director under the Code of Regulations for Matriculation Schools.

(b) With three months notice or three months salary in lieu thereof for the following reasons :- (a) Incompetence (b) Retrenchment (c) Physical unfitness or any other good cause.

Subject to the proviso given below :

(i) The School authority shall not terminate the services of the said teacher or a member of non-teaching staff whether summarily or otherwise without informing him in writing of the grounds on which they intend to take action and giving him/her what in their view is a reasonable opportunity for stating his/her case in writing and before coming to a final decision shall duly consider his/her statement and if he/she so desires give him/her a personal hearing or conduct an enquiry.

(ii) After the conduct of the personal hearing or enquiry by the management a notice will be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to defend himself/herself against the proposed punishment.

(iii) It shall be lawful for the school authority at any time if satisfied on medical evidence that the said teacher or a member of non-teaching staff is unfit and is likely for a considerable period to continue unfit by reason of ill-health, for the discharge of his/her duties as such teachers or a member of non-teaching staff to terminate his/her services on paying him/her three months salary less any amount which may have been paid to him/her as leave allowance, after the date of his/her last appearance in the school, for the regular discharge of his/her duties as such teacher or a member of non-teaching staff subject to minimum of one month's full salary.

(iv) That the said teacher or a member of non-teaching staff shall not during the period of this agreement when he/she has not been given notice for termination of his/her services by the School authority or has not given notice to the school authority for such termination of his/her services apply for an appointment under any other authority except through the school authority and the penalty for any breach of this may at the discretions of the school authority be dismissed from service. The school authority shall not refuse to forward such application but may decline to relieve him when the need arises unless he/she gives due notice or pays an amount equal to the salary for three months.

(v) That the said teacher or a member of non-teaching staff when he/she becomes permanent member of the staff of the said school shall be entitled to have his /her services terminated either by given to the school authority three months thereof in writing or by paying that authority three months salary in lieu of such notice.

Minor Punishments :- The management may impose any of the following minor punishment on the said teacher or a member of non-teaching staff for any irregularity or breach of the code of conduct on the part of the said teacher or a member of non-teaching staff.

(i) Censure (ii) withholding of increment with or without cumulative effect (iii) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to :

Provided the management follows all the procedure as laid down for awarding major punishment and arrives at the decision of awarding a punishment.

Agreement :- The management shall enter into an agreement with the teacher or a member of non-teaching staff in forms given in Annexure II if the appointment is for a period exceeding six months.

Three copies of the agreement shall be executed. One copy shall be furnished to the teacher or a member of non-teaching staff concerned the other copy shall be retained by the management and the third copy shall be forwarded to the Inspector. In all cases of punishment except in cases of censure an appeal lies with the Director in respect of the Principal/Headmaster/Headmistress, B.T. Assistants and other teachers drawing B.T. Scale of pay and for all other categories of staff including non-teaching staff, the Inspector is the appellate authority. An appeal shall lie with the Government against the orders passed by the Director and similarly an appeal shall lie with the Director against the orders passed by the Inspector. If the appeal is made after two months from the receipt of orders of punishment it will be considered as belated.

CODE OF CONDUCT FOR TEACHERS AND OTHER PERSONS EMPLOYED IN MATRICULATION SCHOOL

1. Every teacher or other person employed in a Matriculation School shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.
2. No teacher or other persons employed in a Matriculation School shall absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds a medical certificate to the satisfaction of the school authorities shall be produced within a week.

3. No teacher or other persons employed in Matriculation school shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuitions specific written sanction of the school authorities shall be obtained.
- 4.a) No teacher or other employed in a Matriculation school shall send any application for employment under any other agency except through the management of the school.
b) The management shall not withhold any such application. It shall however be open to the management to prescribe reasonable conditions for relieving him.
5. Prior permission of the management shall be obtained in a case where any teacher or other person employed in a Matriculation Schools seeks to accept honorary work without detriment to his duties as a teacher.
6. A teacher or other person employed in a Matriculation school who becomes involved in a criminal proceedings shall inform the management of such proceedings.
7. No teacher or other person employed in a Matriculation School shall engage himself in any political activity. He shall not be associated with any political party or any organisation which takes part in politics or shall subscribe to or assist in any other manner in any political movement.
8. No teacher or other person employed in a Matriculation School shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the teachers' constituencies.
9. No teacher or other person employed in a Matriculation School shall bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interest.
10. No teacher or other person employed in a Matriculation School shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, Publics, order, decency or morality or which involves Contempt of Court, defamation or in incitement to an offence.
11. No teacher, or other person employed in a Matriculation School shall indulge in anti Government activities.

Adoption of legitimate methods of ventilating grievances however shall not be considered as anti Government.

Annexure - I

I. QUALIFICATIONS FOR APPOINTMENT AS TEACHERS IN MATRICULATION SCHOOL

Name of the Post	Qualification required
1. Principal.	<p>(1) B.A., or B.Sc., or its equivalent and B.Ed., or B.T. or L.T. and Trained Teachers Certificate to Collegiate Grade.</p> <p>(2) Should have worked as teacher in recognised schools for a period of not less than five years after obtaining. B.T. or its equivalent degree and subject to the approval of the Board.</p> <p>(3) Candidates selected by the Educational Agency as Principal of the Institution though not having five years experience may be approved if they possess the required educational and professional qualification.</p>
2. B.T. Assistants	<p>B.A., or B.Sc., or its equivalent and B.T. or B.Ed., or L.T. and Trained Teachers' Certificate to Collegiate Grade.</p>
3. Secondary Grade Teacher	<p>(1) S.S.L.C.</p> <p>(2) T.S.L.C. or Secondary or its equivalent. Provided teachers who have passed the Nursery, Montessori and Kindergarten School Leaving Certificate Examination of Secondary Grade shall be</p>

employed to handle standards I and II only.

4. Elementary Grade Teacher

E.S.L.C. or its equivalent and trained teachers certificate elementary grade or its equivalent.

5. Tamil Pundits

- (1) M.A. (Tamil) or B.A. (Tamil) or M.O.L. (Tamil) or B.O.L. (Tamil)
and
B.Ed., or B.T. or L.T. or Secondary Grade Training or
- (2) S.S.L.C. completed
and
Oriental Title of Madras, Madurai or Annamalai University
and
Pundits training certificate or secondary grade training certificates.
- (3) Provided that persons who have passed Pulavar Panditham Examinations of the Madurai Tamil Sangam to be held upto April 1977 only, with pundits training or secondary grade, training are also eligible for appointment as Tamil Pundits in schools. Provided further that person appointed as Tamil Pundit in any school prior to the 1st April 1976, shall be eligible for appointment in any other school even after 1st April 1976.

6. Pundits of other languages (Languages other than Tamil)

- (1) Degree of any University in the State or its equivalent with oriental language as special study
and
Degree or Diploma in teaching of any University in the State or its equivalent.
or

- (2) S.S.L.C. completed
and
Titles or certificates of proficiency in
Oriental learning of an university in the
State or its equivalent
and
Pundits training or secondary grade
training

7. Physical Director

A Degree in Physical Education of any
University in the State or its equivalent.

**8. Physical Education Teacher
(a) Grade I**

- (1) A pass in first year B.A. or its equivalent
degree
- (2) Intermediate
or
- (3) T.S.L.C.or secondary grade
or
- (4) Senior Basic Grade Government
Teachers' Certificate of Higher Grade in
Physical Education

(b) Grade II

S.S.L.C. Eligible
and
Government Teachers' Certificate in
Physical Education.

Explanation :- In high schools, the first physical education teacher should be a holder of higher grade certificate. If a Higher grade certificate holder is not available a person with Government teachers' certificate in physical education may be appointed on a regular basis. However, if any additional physical education teacher is to be appointed he shall be a holder of Higher grade certificate in physical education.

**9. Wood Work
Instructor**

- (1) S.S.L.C. Completed
and
- (2) Industrial School Certificate
or
Certificate course in elementary wood working
(old regulations) issued by the College of Arts
and Crafts, Chennai.
or

Diploma course in wood work issued by College of Arts and Crafts (New Regulations) Chennai.
and

(3) Technical Teachers' Certificate

or

Craft Instructors' Course Certificate of Teachers College, Saidapet.

and

(4) National Trade Certificate in the trade of carpentry. One year course (with) One year paid (Untrained) teaching experience or one year (Paid work experience in a standard wood work factory or institution and

(5) National apprentice certificate issued by the National Council for Training in Vocational Trades (wood work)

**10. Spinning and Weaving
Instructor**

(1) S.S.L.C. completed

and

(2) Artisan course or Instructors' Course Certificate of the Government Textile Institute, Chennai.

or

Government Technical Examination Certificate (Lower Grade)

or

Bunayee or Khadi Pravisaka Course (one year) of the All India Spinners Association, Tiruppur.

or

Three years course certificate in Handloom and Powerloom weaving issued by the S.M.R.V. Technical Institute Nagercoil awarded prior to 1961.

or

Twelve months' Craftsman Certificate in Handloom Weaving of S.M.R.V. Technical Institute Nagercoil.

or

National Trade Certificate awarded by the National Council for Training in Vocational Trades, Government of India, the Director General of Resettlement and Employment in Hand weaving Trade.

or

Diploma in Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board Salem.

and

(3) Technical Teachers' Certificate

or

Craft instructors' course certificate of Teachers College, Saidpet.

11. Instructor in Gardening and Agriculture

(1) S.S.L.C. completed or its equivalent and

Government Technical Examination Certificate (Lower Grade)

and

Technical Teachers' Certificate

or

2) Completed Secondary School Leaving Certificate with thirty five percent in Agriculture, (Theory and Practical separately) under the diversified course

and

Technical Teachers' Certificate

12. Instructor in Home Craft

(1) S.S.L.C. Completed and

(2) Government Technical Examination (Higher Grade in Needle work and Dress Making and Higher Grade in Embroidery) Industrial School Certificate

or

- National Trade Certificate awarded by the National Council for Training in Vocational Trades Government of India of the Diploma awarded by the Director - General or Resettlement and Employment, New Delhi in Embroidery and Needle work
or
Diploma in costume designing and in dress making issued by the State Board of Technical Education and Training Chennai.
and
- 13. Instructor in Music**
- (3) **Technical Teachers' Certificate**
- (1) **Degree with Music under Part III**
or
Completed S.S.L.C.
and
Sangeetha Bushana of Annamalai University
or
Sangeetha Vidwan title in Music awarded by the Director of Government Examinations, Madras.
or
Sangeetha Sironmani of the Madras University
or
Diploma in Music of the Madras University or Madurai University
and
Technical Teachers' Certificate
or
- (2) **S.S.L.C. completed**
and
Government Technical Examination Certificate (Higher Grade) in Music
and
Technical Teachers' certificate
or

	<p>(3) Completed S.S.L.C. with forty percent in Music (Theory and practical separately under the Diversified Course)</p> <p>and</p> <p>Technical Teachers' Certificate.</p> <p>or</p> <p>Diploma in Music Teaching awarded by the Director of Examinations.</p> <p>or</p> <p>(4) Teachers' certificate in Indian Music issued by the Directors of Government Examinations.</p>
14. Drawing Master	<p>1(a) Degree with Drawing and Painting under Part III of an university in the State or its equivalent</p> <p>or</p> <p>Diploma in painting or Diploma in Drawing of the Annamalai University.</p> <p>or</p> <p>(b) S.S.L.C. completed</p> <p>and</p> <p>Government Technical Examinations (Higher Grade) in Free-Hand out line and model drawing</p> <p>or</p> <p>Government Diploma in Drawing</p> <p>and</p> <p>(2) Technical Teachers' certificate</p>
15. Metal work Instructor	<p>Electric wiring Instructor, Book Binding Instructor, Tailoring Instructor, Leather Work Instructor, Clay Modelling and paper making, coir Instructor, Basketing and Ratan Work Instructor.</p> <p>(1) S.S.L.C. completed</p> <p>and</p> <p>(2) Industrial School Certificate</p> <p>or</p> <p>Government Technical Examination of lower grade in the subject.</p> <p>or</p> <p>Certificate of the Government of India, Director of Resettlement and Employment (Ministry of Labour)</p>

Explanation :- The Industrial School Certificate should ordinarily be of not less than two years duration and for the particular subject alone and not for a number of subjects.

II. QUALIFICATIONS FOR THE NON-TEACHING STAFF IN MATRICULATION SCHOOLS

1. Librarian - A Graduate with diploma or certificate in Library Science.
2. Clerks - S.S.L.C. with Diploma in Secretarial Course.
3. Typists and Stenographers - S.S.L.C. and professional Qualifications.
4. Record Clerk, Laboratory, Library Attender - SSLC passed.
5. Peons and Sport Markers - A pass in Standard VIII.
6. Watchman, Waterman, Ayahs, Gardener. Sweeper and Scavenger - To read and write Tamil.

Note :- (1) The qualifications prescribed as above for all posts shall be applicable for the appointment to be made in Matriculation Schools on or after the date of the publication of the Code.

(2) Persons who are in service prior to the issue of this notification shall be eligible for appointment in any other school even after the issue of this Code.

The Director shall be the authority competent to evaluate and accept other qualifications for purpose of appointments in schools.

Annexure - II FORM OF AGREEMENT

Agreement made this day oftwo thousand and
between (Management) of the one part and(Teacher) of the other part.

Whereas the management have agreed to engage the said teacher to serve in the name of the school at (Place) in the capacity of a teacher and on the salary herein after mentioned:-

Now these present witness and the parties hereto do hereby agree as follows:

1. That the management shall employ the said teacher and the said teacher shall serve the management as a teacher at (Place) from the date of his taking charge of such appointment until such employment shall be determined as herein after provided.
2. That the said teacher shall be on probation for a period of (twelve months) (vide I.M.S. commn. R.C. 930/B/79. date 6.5.80) from the date of taking charge of his appointment, but the management may before the expiry of that period extend it to further period not exceeding twelve months for reasons to be recorded in writing.
3. That the said teacher will employ himself honestly, efficiently and diligently, under the orders and instruction of the Headmaster or Correspondent or other officers of the said school under whom he shall from time to time be placed as teacher in the said school in which capacity he will discharge all such duties appertaining to that office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and will make himself in other respects generally useful as may be required of him.
4. That the said teacher will not normally or on any pretence absent himself from his duties without first having obtained the permission of his superior officers authorised in his behalf or in case of sickness or inevitable accident without forwarding where necessary a medical certificate satisfactory to the management as may be required by the leave rules for the time being in force in the said school.
5. That the said teacher will devote his whole time to the duties of the said employment and will not on his own account or otherwise either directly or indirectly carry on or be concerned, in any trade, business or canvassing work, private tuition or the like of a remunerative and without the specific written sanction of the management.
6. That the said teacher shall conform to all the rules and regulations for the time being in force in the said school and obey all lawful orders and directions as he shall from time to time receive from any authorised officer of the said school.
7. That the management shall have the power to terminate the services of the said teacher when he becomes a permanent member of the staff of the school.
 - a) Without notice for any or all of the following reasons :

Wilful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension or cancellation of teachers' certificate by the Director of School Education under the code of Regulation of Matriculation Schools.

b) With three months notice or three months' salary in lieu thereof for the following reasons -

Incompetence, Retrenchment, Physical Unfitness or any other good cause.

Provided that -

(1) (i) The Management shall not terminate the services of the said teacher whether summarily or otherwise informing him in writing of the grounds on which they intend to take action and giving him what in their view is a reasonable opportunity for stating his case in writing and before coming to a final decision, shall duly consider his statement and if he so desires give him a personal hearing or conduct an enquiry;

(ii) The Management shall not, except with the previous permission of the Inspector terminate the services of the said teacher for incompetence, if he has put in five years of efficient service after being confirmed in his appointment; and

(iii) It shall be lawful for the management at any time if satisfied on medical evidence that the said teacher is unfit, and is likely for a considerable period to continue unfit by reason of ill-health, for the discharge of his duties as such teacher to terminate his services on paying him as leave allowance after the date of his last appearance in the school, for the regular discharge of his duties as a teacher subject to a maximum of one month's full salary.

(2) That the said teacher when he becomes a permanent member of the staff of the said school shall be entitled to have his services terminated either by giving to the management three months' notice thereof in writing or by paying that authority three months' salary in lieu of such notice.

(3) That the said teacher shall not during the period of his agreement when he has not been given notice of termination of his services by the management or has not given notice to the management for such termination of his services apply for an appointment under any other authority except through the management and the penalty for any breach of this may at the discretion of the management be dismissal from service. The management shall not refuse to forward such application but may decline to re-employ him when the need arises unless he gives due notice or pay an amount equal to the salary for three months which he is drawing at that time.

(4) That in respect of the teachers appointed temporarily or to act on probation the school authority shall have power to terminate the services of any such teacher.

(i) Without notice for any or all of the following reasons :-

Wilful neglect of duty, serious misconduct, gross insubordination; mental unfitness, suspension or cancellation of teachers' certificate.

(ii) With notice to two months or two month's salary in lieu thereof for the following reasons :-

Incompetence; retrenchment; physical unfitness or any other good cause.

(8) That the said teacher shall be paid for such time as he shall be in the service of the said monthly salary in the scale of Rs..... Starting on an initial salary of Rs..... with effect from(date and the following additional allowances(here specify the allowances)

(9) That in the event of the temporary absence of the teacher from duty by reason of sickness or leave or otherwise, he shall be paid such salary only as shall be determined by rules for the time being in force in the said school :

Provided always that the said teacher shall get the full salary or a proportionately reduced amount per month during the vacation according as he has worked for the full period subject to the instructions given by the Inspectors.

(10) That in the event of either party to this agreement failing to observe the terms thereof, the aggrieved party shall have a right to appeal and the orders of the Inspector shall be final and binding on the parties.

Note :- The correct designation of the officer should be retained and the other struck off, according to the particular category to which the teacher belongs.

In witness where of and have here set hands signed by the above named in the presence of

Signed by the above named

in the presence of

2.3.3. LEAVE RULES

The leave rules approved by the Government of TamilNadu for teaching and non-teaching staff in other recognized schools are applicable to Matriculation Schools also.

2.3.4 : REGISTERS

24. The following registers will be maintained by Matriculation School :-

1. Pupils' attendance Register.
2. Staff Attendance Register - Teaching.
3. Staff Attendance Register - Non-teaching.
4. Admission and Withdrawal Registers.
5. Stock Register for Furniture.

6. Stock register for Library Books.
7. Casual Leave Register.
8. Leave other than Causal Leave Register.
9. Scale Register :-

Number of	
Graduates	Secondary grade
10. Acquittance Register	Nursery, etc.
11. Scholarship Register	
12. Concession Register	
13. Consolidated Marks Register	
14. Promotion Register	
15. Visitors' Book	
16. Log Book	

The school will maintain counterfoil for all transfer certificates issued. The Registers will be maintained properly and the returns by the Department will be furnished promptly by the management. This will be one of the conditions of recognition.

A Service Register shall be maintained for every teacher or a member of non-teaching staff showing among others, the date of appointment, the scale of pay in which he/she was appointed, the minimum increment given from time to time, the leave to his/her credit and the leave granted and other relevant entries like awards and punishments.

The procedure adopted in respect of secondary schools shall also be adopted in Matriculation Schools regarding the opening and maintenance of Teachers' Service Registers.

2.3.5 : BUILDING

Use of School building :- The premises of and educational institution or any subsidiary building apportioning to it or a play ground or vacant site belonging to a Matriculation School whether adjacent or remote from it shall ordinarily be used only for the purposes of functions conducted by such institution. In no case shall the use of such buildings, play ground or vacant site be given for political meetings. The schools will make available their halls for the conduct of examinations, if required.

2.3.6 : CLOSURE OF SCHOOLS

An Educational Agency shall close a school or a standard of a course of instruction therein, only after giving notice, in writing one year prior to such closure to the competent authority who had given permission to open school, the standard or the

course of instruction. Such notice shall set out the alternate arrangements proposed to be made for the continuance of instruction to the pupils of the school or standard or course of instruction. Such closure however shall be permitted only with effect from the end of the school year. The competent authority while giving such permission shall satisfy himself about the adequacy of the alternate arrangements proposed to be made and that any property endowed to the school proposed to be closed shall continue to be used for educational purposes in accordance with the objects of the Trust or Endowment.

2.3.7 : DISCIPLINARY REGULATIONS FOR STUDENTS

1. (i) Gross cases of immorality or insubordination shall be punished by expulsion after charges are framed and a reasonable opportunity to defend himself is given and a suitable enquiry is conducted by the Principal. A report should be sent of all such cases to the Inspector within seven days.

(ii) If admission has been secured for a pupil by means of false certificate or false representation of any kind, he shall be summarily dismissed by the Principal with forfeiture of whatever fees he/she may have paid.

(iii) The Principal may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the school for the students of Matriculation Schools.

(iv) The Principal may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school, so far as such rules seem necessary to maintain the credit usefulness and reputation of the school.

(v) The Principal shall have full power to inflict the following punishments in the interest of the students.

- (a) Fines
- (b) Loss of Attendance
- (c) Suspension and
- (d) Expulsion

2. (i) If Principal / Headmaster of a Matriculation School is found to be negligent in the discharge of his / her duties or is found to have committed any irregularity, the Educational Agency will be the authority to take disciplinary action. The Director shall act when the Educational Agency fails to act.

3. (i) If the Correspondent of a Matriculation School is found guilty of malpractice and corruption, the Educational Agency shall conduct an enquiry and take suitable action against him/her failing which the Director will take action after conducting a thorough and proper enquiry. An appeal shall lie with the Government against the orders of the Director in this regard.

2.40 Library Unit

Arulselvam .M. (2003) The TamilNadu Educational Code.

2.50. Enrichment Activities

1. Briefly Explain the sources for finance to the Matriculation School
2. What are the qualifications prescribed for Primary, Secondary teachers and Non-teaching staff in Matriculation Schools?
3. List the Code of conduct for teachers and other persons employed in Matriculation School.
4. What are the Registers to be maintained in Matriculation Schools.
5. Bringout the disciplinary regulations for students in Matriculation Schools.

UNIT III

3.10 Overview

Minority Schools - Definitions - Regulations - Pay and Allowance of Teachers and other persons employed - payment of grant.

3.20. Objectives

- define the meaning of minority School.
- explain the procedure for recognition of minority Schools
- describe the procedure for payment of pay and allowance to the teachers working in minority school.

3.30 Study Materials

THE TAMIL NADU MINORITY SCHOOLS (Recognition and Payment of Grant) Rules, 1977

1.Short title and commencement :- (1) These rules may be called the Tamil Nadu Minority Schools (Regulation and Payment of Grant) Rules, 1977.

(2) They Shall be deemed to have come into force on the 1st December 1974.

2. Definition :- In these rules, unless the context otherwise requires -

(a) District Educational Officer' means, in relation to the Anglo-Indian Schools and the Girl's Schools, the Inspector of Anglo-Indian Schools or the Inspectress of Girls' Schools as the case may be.

(b) 'Government' means the State Government :

(c) 'Grant' means any sum of money paid out of State funds to any minority school:

(d) 'Minority School' means a 'Private School' a Private School of its choice established and administered, or administered by any such minority whether based on religion or language and has the right to do so under Clause (1) of Article 30 of the constitution.

(e) 'Private School' means a Pre-primary, Primary/Middle or High School or any other Institution imparting education or training, established and administered or maintained by any such minority whether based on religion or language and has the right to do so under clause (a) of Article 30 of the constitution.

(f) 'Rules' means the Tamil Nadu Minority Schools (Recognition and Payment of Grant) Rules, 1977.

(g) 'Teacher' shall include a Headmaster;

3. Stages of Education :- (1) The following shall be the various stages of education and categories of schools.

(a) Pre-primary :- The Pre-primary schools shall be classified as pre-basic Nursery, Kindergarten and Montessori Schools.

(b) Primary :- The primary schools shall consist of Standards I to V.

(c) Middle Schools :- The middle schools shall consist of standard I to VII or standard VI to VIII.

(d) High Schools :- The High Schools shall consist of Standards I to XI or Standards VI to XI or standards IX to XI.

Explanation :- The Anglo-Indian Schools, the Oriental Schools and the Special Schools shall be included in the respective categories in (a) to (d) above,

(e) Teachers' Training Institute.

(ii) The pattern and duration of courses, curricular syllabus courses of instruction, time table and textbooks of minority schools, shall be regulated by the Government by issue of orders, from time to time.

4. Recognition :- (1) Minority Schools of all kinds which have been granted permanent recognition by the Education Department before the commencement of these rules need not apply for fresh recognition.

(2) (a) Minority Schools which enjoy temporary recognition granted by the Education Department on the date of the commencement of these rules shall apply in the form appended to these rules for the grant of continuance of recognition of such schools or the standards as the case may be to -

(i) the Chief Educational Officers in respect of the pre-primary, primary and middle school; and

(ii) the Joint Director of School Education (Secondary Education) in respect of high schools, teachers training institutes, special schools, and Anglo-Indian Schools.

(b) Every application under clause (a) shall be made not later than three months prior to the date of expiry of the period of temporary recognition :

Provided that in cases where the period of temporary recognition has already expired, the application for recognition shall be sent within a period of three months from the date of issue of these rules.

(3) Minority schools which have been newly opened or where higher or additional standards have been opened on or after the date of the commencement of these rules without the permission of the Education Department under Section 9 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) shall

also apply in the Form appended to these rules to the authorities specified in sub-rule (2) for the grant of recognition within three months from the date of such opening or from the date of issue of these rules.

(4) (a) Recognition under sub-rule (2) or sub-rule (3) shall be granted by the authority concerned within a period of two months from the date of receipt of the application for such recognition, only if the following requirements are satisfied by the management, namely :-

- (i) the amenities to teachers and pupils should be adequate;
- (ii) the equipments, buildings, laboratory, library and playground and other facilities for imparting instruction are adequate;
- (iii) a structural stability certificate of the school building issued by the Executive Engineer of the P.W.D. and the sanitary certificate issued by the Health Officer of the locality should be enclosed with the application for recognition;
- (iv) the management should not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in recognised schools or who has been convicted for offences involving moral turpitude;
- (v) there should be economic strength prescribed by the Educational Department in all the standards;

(b) It shall be open to the authority concerned to reject an application for recognition if he considers that any one or more of the requirements referred to under clause (a) has not been satisfied. Every order of such authority rejecting the application shall specify the grounds for such rejection.

Form

Vide Rule (4) (2) (a)

APPLICATION FOR RECOGNITION OF MINORITY SCHOOLS

1. Name of the minority schools with full address
2. Date of opening of the school :
3. Name of the management managing the school with full particulars including details regarding the registration of Association etc., Society, Trust etc.
4. Name of the Correspondent / Manager.
5. (a) Standards already recognised and period upto which recognition accorded.
(b) Standards for which recognition is now sought for.
6. a) Standards, strength and attendance.
b) Whether all the standards are having economic strength?

- c) List of teaching and non-teaching staff employed in the school with details of qualification etc.
- (d) Whether the teaching and non-teaching staff are qualified?
- 7. a) Details of accommodation and sanitation available should be enclosed (Sketch plan should be enclosed)
- b) Whether owned or rented or rent free?
- c) Whether adequate and suitable?
- 8. a) Details of furniture, appliances and apparatus.
- b) Whether adequate and suitable?
- 9. a) Whether a library is provided adequately?
- b) Whether laboratory is provided adequately?
- 10. Whether registers are maintained in the prescribed form.
- 11. Whether arrangements have been made for the compulsory medical inspection of the pupils?
- 12. Playground :
 - (i) Area available (in hectares)
 - (ii) Owned or leased
 - (iii) Whether adequate and fit for use?
- 13. (i) Whether the school has already created endowment in the case of schools which are in existence prior to 1.12.74?
- (ii) If there is any endowment, whether it is in the shape of property or cash, full details of the amount and mode of investment.
- (iii) Whether the endowment is unencumbered and whether it stands absolutely without any reservation.
- (iv) Net annual income derived from the endowment property.
- (v) Property full details regarding the cost of property, value of the property etc.
- 14. Whether structural stability certificate of the school building issued by the Executive Engineer of the Public Works Department and the sanitary certificate issued by the Health Officer have been enclosed.

Declaration

On behalf of the Management of the School, I hereby declare that all the requirements specified in the rules have been fulfilled.

Station :

Date :

Correspondent/Manager/Secretary

5.0 Pay and allowance of teachers and other persons employed in minority schools to be paid in the prescribed manner - The procedure for payment of pay and allowances from State funds to teachers and other persons employed in minority schools shall be as in Annexure I appended to these rules.

Annexure - I
PROCEDURE FOR PAYMENT OF PAY AND
ALLOWANCES TO TEACHER AND OTHER PERSONS
EMPLOYED IN MINORITY SCHOOLS

1.(a) Pre-primary, Primary and Middle Schools in Non-panchayat Union areas :

The Correspondent Manager of the School, shall submit a monthly statement containing the details of teachers and other persons employed, their pay and allowances etc., for the month to the Deputy Inspector of Schools. The Deputy Inspector of Schools, after scrutiny of the above statement, shall submit the same to the District Educational Officer concerned with his recommendation. The District Educational Officer shall release the teaching grant bills to the Correspondent / Manager of the School marking a copy of his sanction order to the treasury and who shall disburse the pay and allowance to the teachers and other persons employed in a minority school on the 1st day of every month or on any date authorised by the Director of School Education.

(b) Pre-primary, Primary and Middle Schools in Panchayat Union Area : The Correspondent / Manager of the schools shall submit, monthly statement containing the details of teachers and other persons employed, their pay and allowances for the month to the Deputy Inspector of Schools. The Deputy Inspector of Schools, after scrutiny of the above statement, shall submit them to the District Educational Officer concerned with his recommendations, marking a copy of his recommendations to the Commissioner of the Panchayat Union concerned.

The Panchayat Union Commissioner shall issue cheques during the last week of the month to the Correspondent/Manager of the amount recommended by the Deputy Inspector of Schools. Such cheques shall be encashed only on the 1st day of the next month or on any date authorised by the Director of School Education and the pay and allowances of teachers and other persons employed shall be disbursed on the same day. In the meantime, the recommendations of the Deputy Inspector of Schools shall be perused by the District Educational Officer and he shall issue sanction order to the Commissioner. If any variations are found between the amount for which cheques are issued and the amount sanctioned by the District Educational Officer, such amount shall be adjusted in the payee for the next month by the Commissioner.

2. High Schools :- The Correspondent/Manager of the High Schools shall submit every month to the District Educational Officer/Inspectress of Girls' Schools an application for monthly staff grant in the specified form. It shall be accompanied by a detailed statement of the staff employed from the 1st to the last of the month. The statement shall be signed by both the Headmaster and the Correspondent/Manager of the School. The statement shall reach the District Educational Officer/Inspectress of Girls' Schools before the 22nd day of every month. Based on this statement the District Educational Officer/Inspectress of Girls' Schools shall sanction the staff grant in the specified bill form, before the 25th day of the month at the latest so as to enable the Correspondent/ Manager to encash the bill on the 1st day of the succeeding month or on any date authorised by the Director of School Education and disburse the salaries of the staff on the same day.

3. Special Schools and Training Institute :- The Correspondent/Manager of a special school or training school shall submit a financial statement in the prescribed form every year to the District Educational Officer. The auditors of the Department will scrutinise the statement and certify as to the correctness of the statement. The grant is sanctioned once in a year for the preceding financial year (i.e. from the 1st April to 31st March) to the Training schools, Special Schools. The sanctioning authority shall be the District Educational Officer.

4. Under special circumstances :- The District Educational Officer/Inspectress of Girls' Schools concerned may make the direct payment to the Headmaster of a school or the teachers of the school.

5. Payment of grant :- (1) Minority Schools may be paid grants subject to the orders and instructions issued by the Government from time to time. The rate at which, and the purpose for which, the grant may be paid shall be as specified in Annexure II appended to these rules.

(2) Payment of monthly staff grant shall be made only in respect of qualified and admissible teachers actually employed in minority schools whose appointments have been approved by the concerned authorities according to the number of posts sanctioned to the institutions concerned.

(3) If any over payment is pointed out by the audit and it is ultimately found to be excess, after consideration of the representations, if any, of the management, then the excess amount will have to be made good by the management from its own funds.

(4) (a) If any falsification of account or misuse of the amount of grant paid to any minority school is found or reported and if, after due enquiry by the Chief Educational Officer in respect of Pre-primary/primary/middle schools or the Joint Director of School Education (Secondary Education) in respect of high school /Training Institute special/

Anglo Indian Schools. It is found that falsification of account or misuse of the amount of grant is proved, the such minority school shall not be eligible for further grant.

(b) Before refusing further grant under Clause (a) the management of such minority school shall be given an opportunity of making its representation.

6. Appeals :- An appeal shall lie to the Joint Director of School Education (Elementary) against the orders of the Chief Educational Officer and to the Director of School Education against the order of the Joint Director of school Education (Secondary Education) in respect of the matters specified in the foregoing rules.

Annexure - II
Payment of Grant
Vide Rule 6 (1)

1. Minority schools may be paid grants on the basis of orders from time to time.

2. The grants payable to minority schools are the following namely :-

(1) Staff grant :- The management may be paid full grant to cover the entire approved expenditure on pay and other allowances of the teaching and non-teaching staff including other servants paid from contingencies.

(2) Maintenance grant : (a) Pre-primary, Primary and Middle School. The management may be paid upto 8 percent of the assessed teaching grant as maintenance grant for a calendar year.

(b) High school :- The management may be paid maintenance grant equal to the approved expenditure for the preceding financial year on rents, taxes, ordinary repairs, upkeep contingencies and other miscellaneous items, after deducting the Management's contribution determined by Government from time to time.

(3) Training Institutes :- The training institutes may be paid teaching grant. Such grant shall be assessed on the basis of 2/3 of the net approved expenditure on pay to the staff, rent, taxes, repairs and contingencies and of the expenditure on dearness allowance, city compensatory allowance and house rent allowance.

(4) Anglo Indian Schools :- The Anglo Indian Schools may be paid full teaching grant. Such grant shall be assessed to the Anglo Indian Schools on the basis of the approved expenditure on pay and allowances to the staff, rent, taxes, repairs and contingencies after deducting the actual fee income.

Such schools may also be paid other grants specially ordered.

3.40 Library Unit

Arulselvam: **The Tamil Nadu Educational Code :-** Chennai, Malathi Publications

3.50. Enrichment Activities

1. Briefly outline the meaning and procedure for recognition of minority Schools.
2. What are the procedure to be adopted for the payment of pay and allowances to the teacher working in the minority Schools?

UNIT IV

4.10. Overview :-

Minority Schools - Qualification for appointment of Teachers - Audit and Accounts - Closure of Minority Schools.

4.20. Objectives :-

- list the qualification for appointment of teachers in Minority Schools.
- explain the Audit of Accounts in Minority Schools.
- explain the procedure for closure of Minority School.

4.30 Study Materials.

Qualification for Appointment of Teachers :- The qualification for appointment of teachers in minority schools shall be as specified in Annexure I appended to these rules.

(1) Audit of Accounts :- The authorities competent to audit the accounts of every minority schools shall be the following namely:-

Schools		Authorities
(1)		(2)
(a)	Pre-primary Primary and Middle Schools	Deputy Inspector of the concerned range
(b)	High Schools Training Institutes and Special Schools.	Departmental Auditor
(c)	Anglo Indian Schools	Departmental Auditors

(2) (a) A copy of the report on the audit of accounts shall be sent to the District Educational Officer/Inspectress of Girls Schools/Inspector of Anglo-Indian Schools concerned, who shall forward the same to the management.

(b) The management shall, within a period of one month from the date of receipt of the report on the audit of accounts, submit the same together with its comments to the District Educational Officer/Inspectress of Girls' Schools/Inspector of Anglo-Indian Schools. These comments of the management shall be reviewed by the District Educational Officer/Inspectress of Girls' Schools/Inspector of Anglo-Indian Schools concerned.

(c) Every minority school shall maintain registers and records as specified in Annexure II appended to these rules.

Closure of minority school :- No minority school and no class and no course of instructions therein in a minority school shall be closed by the management without giving a notice in writing six months prior to such closure to the Joint Director of School Education (Secondary Education) in the case of high schools, teachers training institutes; special schools and Anglo-Indian Schools and to the Chief Educational Officer in the case of pre-primary/primary/middle schools. The authority concerned may give permission for such closure and before giving such permission, it shall satisfy itself about the adequacy of the alternate arrangements proposed to be made.

Annexure - I

I. Qualifications for appointment as teachers in minority schools (Regular)

1. Headmaster (High Schools)

- 1) (i) B.A. or B.Sc., or its equivalent
(ii) B.Ed., or B.T. or L.T. and
(iii) Trained Teachers' Certificate or Collegiate Grade.
- 2) Should have worked as teacher in recognised schools for a period of not less than five years after obtaining. B.T. or its equivalent degree.

1. A Headmaster (Elementary and Middle Schools)

- i) S.S.L.C.
- (ii) T.S.L.C. of Secondary Grade or its equivalent and
- (3) Should have worked as teacher in recognised schools for a period of not less than five years after obtaining the T.S.L.C. of Secondary Grade or its equivalent.

2. B.T. Assistant and

- (i) B.A. or B.Sc. or its equivalent
- (ii) B.T. or B.Ed., or L.T. and
- (iii) Trained Teachers' Certificate or Collegiate Grade

3. Secondary Grade Teacher

- (i) S.S.L.C.
- (ii) T.S.L.C. of Secondary Grade or its equivalent provided that the teachers who have passed the Nursery, Montessori and Kindergarten School Leaving Certificate Examination of Secondary Grade shall be employed to handle standards I to II only.

4. Elementary Grade Teacher

E.S.L.C. or its equivalent and Trained Teachers Certificate of Elementary Grade or its equivalent.

5. Tamil Pandits

- (1) M.A. (Tamil) or B.A.(Tamil) or M.O.L. (Tamil) or B.O.L. (Tamil) and B.Ed., or B.T. L.T. or Secondary Grade Training or
- (2) (i) S.S.L.C. Completed
- (ii) Oriental Title of any University in the State.
- (iii) Pundits Training Certificate or Secondary Grade Training Certificate.

Provided that persons appointed as Tamil Pundits in any school prior to the 1st April 1976 shall be eligible for appointment in any minority school even after 1st April 1976.

Provided further that person who have passed Pulavar Panditham Examinations of the Madurai Tamil Sangam to be held upto April 1977 only; with Pundits Training or Secondary Grade Training, are also eligible for appointment as Tamil Pundits in Minority Schools.

6.Pundits of other languages (Languages other than Tamil)

- (1) (i) Degree of any University in the State or its equivalent with Oriental Language as Special Study; and
- (ii) Degree or Diploma in teaching of any University in the State or its equivalent; or
- (2) (i) S.S.L.C. completed
- (ii) Titles or Certificates of proficiency in oriental learning of any University in the State or its equivalent; and
- (iii) Pundits Training or Secondary Grade Training.

7. Physical Director

A degree in Physical Education of any University in the State or its equivalent.

8. Physical Education Teacher

(a) Grade I

- (1) (i) A pass in first year B.A. or its equivalent degree or
- (ii) Intermediate; or
- (iii) T.S.L.C. or Secondary grade or
- (iv) Senior Basic Grade; and
- (2) Government Teachers' certificate of Higher Grade in Physical Education.

(b) Grade II

- (i) S.S.L.C. Eligible and
- (ii) Government Teachers' Certificate in Physical Education.

Explanation : In high schools, the first physical education teacher should be a holder of Higher Grade Certificate. If a Higher Grade certificate holder is not available a

person with Government Teachers' Certificate in Physical Education may be appointed on a regular basis. However, if any additional Physical Education Teacher is to be appointed he shall be holder of Higher Grade Certificate in Physical Education.

9. Wood Work

- (1) S.S.L.C. Completed Instructor
- (2) (i) Industrial School Certificate or
(ii) Certificate course in Elementary Wood Working (Old Regulation) issued by the College of Arts and Crafts, Chennai;
or
(iii) Diploma Course in Wood work issued by College of Arts and crafts (New Regulations) Chennai;
- (3) (i) Technical Teachers' Certificate
or
(ii) Craft Instructors' Course Certificate of Teachers' College, Saidpet.
- (4) National Trade Certificate in the Trade of carpentry. One year course (with) one year paid (untrained) teaching experience or One year (paid) work experience in Standard work factory or institution; and
- (5) National Apprentice Certificate issued by the National council for Training in Vocational Trades.

10. Spinning and Weaving Instructor

- (1) S.S.L.C. Completed
- (2) (i) Artisan Course or Instructors course certificate of the Government Textile Institute Chennai; or
(ii) Government Technical Examinations certificate (Lower grade); or
(iii) Bunayee or Khadi Pravisake course (One year) of the All India Spinners Association, Tiruppur; or
(iv) Three-year certificate course in Handloom and powerloom weaving issued by the Sri Moolam Rama Varma Technical Institute, Nagercoil awarded prior to 1961; or
(v) Twelve months Craftman Certificate in Handloom Weavers or Sri Moolam Rama Varma Technical Technical Institute Nagercoil; or
(vi) National Trade Certificate awarded by the National Council for Training in Vocational Trades, Government of India, the Director General of Resettlement and Employment, New Delhi, in hand-weaving Trade; or

- (vii) Diploma in Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board, Salem and
- (3) (i) Technical Teachers' Certificate; or
- (ii) Craft Instructors course certificate of Teachers' College, Saidapet.

11. Instructor in Gardening and Agriculture

- (1) (i) S.S.L.C. completed or its equivalent.
- (ii) Government Technical Examination Certificate (Lower Grade); and
- (iii) Technical Teachers' Certificate; or
- (2) (i) Completed Secondary School Leaving Certificate with thirty-five percent in Agriculture (theory and practical separately) under the Diversified Course; and
- (ii) Technical Teachers' Certificate;

12. Instructor in Home Craft

- (1) (i) S.S.L.C. completed
- (2) (i) Government Technical Examination (Higher Grade in Needle Work and Dress-making and Higher Grade in Embroidery)
- or
- (ii) Industrial School Certificate
- or
- (iii) National Trade Certificate awarded by the National Council for Training in Vocational Trade, Government of India or the Diploma awarded by the Director General of Resettlement and Employment; New Delhi, in Embroidery and needle Work; or
- (iv) Diploma in costume designing and Dress-making issued by the State Board of Technical Educational and Training, Chennai; and
- (3) Technical Teachers' Certificate

13. Instructor in Music

- (1) (i) Degree with music under Part III; or
- (ii) (a) S.S.L.C. completed and
- (b) Sangeetha Bhushana of Annamalai University; or
- (iii) Sangeetha Vidwan title in music awarded by the Director of Government Examination; Madras; or
- (iv) Sangeetha Siromani of the Madras, University; or
- (v) (a) Diploma in Music of the Madras Madurai University; and

- (b) Technical Teachers' Certificate or
- (2) (i) S.S.L.C. completed
- (ii) Government Technical Examination Certificate (Higher Grade in Music)
- and
- (iii) Technical Teacher's Certificate
- or
- (3) (i) S.S.L.C. completed with forty percent in Music Theory and practical separately under the diversified course; or
- (ii) (a) Technical Teacher's Certificate;
- or
- (b) Diploma in Music Teaching awarded by the Director of Examination;
- or
- (4) Teacher's Certificate in Indian Music issued by the Director of Government Examinations.

14. Drawing Master

- (1) (i) Degree with Drawing and painting under part III of any University of the State or its equivalent; or
- (ii) Diploma in Painting or Diploma in Drawing of the Annamalai University;
- or
- (2) (i) S.S.L.C. completed and Government Technical Examinations (Higher Grade) in Freehand outline and model drawing; or
- (ii) Government Diploma in Drawing; and
- (3) Technical Teacher's Certificate

15. Metal Works Instructor, Electric Wiring Instructor, Book Binding Instructor, Leather Work Instructor, Clay Modelling and Paper Making Coir Instructor, Basketing and Ratan Work Instructor.

- (1) S.S.L.C. completed; and
- (2) (i) Industrial School Certificate;
- or
- (ii) Government Technical Examination of Lower Grade in the subject;
- or
- (iii) Certificate of the Government of India, Director of Resettlement and Employment (Ministry of Labour) Explanation; the Industrial School Certificate should ordinarily be of not less than two years duration and for the particular subject alone and not for number of subjects.

16. Diversified Course Secretarial Assistant

- (1) (i) B.Com., Degree of any University in the State;
 - (ii) (a) B.T. of its equivalent degree
 - (b) Technical Teacher's Diploma
- (2) (i) B.Com., issued formerly by the Commissioner of Government Examinations or D.Com., issued thereafter under the State Government Technical Examination by the Board of Examination (Technical Examination)
 - (ii) Technical Teacher's Certificate

17. Commercial Instructors

- (1) Government Technical Examination in typewriting (Higher Grade); and
- (2) Technical Teacher's Certificate

Engineering:-

18. Senior Instructor

- (1) B.E. (Mechanical) or B.E. (Electrical) or a degree equivalent thereto
or
- (2) (a) L.M.E. or D.M.E. or L.M.R. or D.E.E. or
 - (b) (i) B.Sc., (Physics Main) and Electrical or Mechanical Engineering (Subsidiary).
and
 - (ii) Workshop experience or teaching experience in a recognised institution for a period of not less than three years; or
- (3) B.T. or B.Ed., or L.T. with not less than two years' workshop experience or teaching experience in recognised schools.

19. Assistant Instructor

L.M.R. or L.M.E. or L.E.E. L.M.E. with practical experience for a period or not less than one year in Engineering workshop or as Instructor in recognised technical school.

20. Senior Mechanic

- (1) (i) Diploma in Mechanical or Electrical Engineering issued by the State Board of Technical Education and Training Chennai or by any other recognised institution or Board
or
- (ii) Industrial School Certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training in general

- mechanical course of Fitting or Motor Mechanic or Turner or Carpenter or Machinist (Composite) Trade or Workshop Foreman Mechanic or
- (iii) Craftman trained Diploma issued by the Government of India in Fitting or Motor Mechanic or Turner or Carpenter or Machinist (Composite) trade; or
- (iv) National Trade Certificate issued by the National Council for Training in Vocational Trades in Fitting or Motor Mechanics or Turner or Carpenter or Machinist (Composite) and
- (2) (i) Two years' teaching Experience or practical experience or
- (ii) Certificate of apprenticeship training issued under the National Apprenticeship Training Scheme by the Directorate-General of Employment and Training and National Council for Training in Vocational Trades in the trades of fitting or motor mechanic of Turner of Carpentry or Machinist (Composite) with two years teaching or practical experience; or
- (3) National Apprenticeship certificate issued under the Apprentice Act by the National Council for Training in Fitter or Motor Mechanical or Turner or Carpenter or Machinist (Composite) with one year teaching or practical experience.

21. Junior Mechanic

- (i) Industrial School Certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training, Tamil Nadu in the Trade of Carpenter and Cabinet Maker; or
- (ii) Certificate of Craftsman Training Diploma in Carpentry issued by the Government of India or National Trade Certificate in Carpentry issued by the National Council for Training in Vocational Trades; or
- (iii) Certificate of apprenticeship in carpentry issued under the National Apprenticeship Training Scheme by the Directorate General of Employment and Training and National Council for Training in vocational Trade; and
- (iv) National Apprenticeship Certificate in Carpentry issued by the Apprentice Act by the National Council for Training in Vocational Traders; or
- (v) Craft Instructor Certificates in Wood Work awarded by the Teacher's College, Saidapet.

22. Instructor in Agriculture

- (i) B.Sc., Agriculture; or
- (ii) B.A. or B.Sc., with Agriculture as subject in degree course; or
- (iii) B.Sc., with agriculture as a subject in the Intermediate; or
- (iv) B.A., or B.Sc., (Botany or Zoology) with higher grade certificate in Agriculture. Provided that persons possessing the qualification specified above, are not available, any of the qualifications specified below may be deemed as sufficient; Licentiate in Agriculture (Mysore)
or
S.S.L.C. Eligible or completed with agriculture higher grade and T.T.C. in Agriculture.
or
S.S.L.C., Eligible or completed with agriculture under the Diversified course (from 1976)

23. Instructor in Textile Technology

- (i) Licentiate or Diploma in Textile Technology; and
- (ii) Work experience in weaving in a recognised textile manufacturing concern for a period of not less than two years.

24. Instructor in Home Science

A degree in Home science I.T. or P.T. or B.Ed.,

25. Drawing and Painting Instructor

- (i) Degree in Drawing and painting under Part III of any University in the State or its equivalent;
or
- (ii) Diploma in painting or diploma in drawing of Annamalai University;
- (iii) (a) S.S.L.C.completed; and
(b) A diploma in drawing second class or painting granted by the College of Arts and Crafts Madras or Government Diploma in drawing.

26. Instructor in Music

- (1) A degree with music in Part III
or
- (2) (a) A Diploma or title holder in music; or
(b) (i) S.S.L.C. or its equivalent and
(ii) Sangeetha Siromani or Sangeetha Bhushanan title.

27. Instructor in Dancing

- (i) Diploma in dancing awarded by Kalakshetra, Thiruvananthapuram, or
- (ii) Higher Grade Certificate awarded by the Director of Government Examinations, Chennai; or
- (iii) Natya Vishrda Examinations Certificate conducted by the Tamil Nadu Music College, Adyar.

II. QUALIFICATION FOR APPOINTMENT AS TEACHERS IN THE MINORITY SPECIAL SCHOOLS FOR THE (1) DEAF AND DUMB (2) BLIND (3) MENTALLY RETARDED

Name of the Post and Qualification are as given below :-

1. Headmaster in the special Schools for Deaf and Dumb (High School)
 - (i) B.A. or B.Sc., or its equivalent
 - (ii) Trained Teachers' Certificate or Collegiate Grade and
 - (iii) Senior Diploma in Teaching the Deaf and Dumb.
2. Headmaster in the Special School for Blind (High School)
 - (i) B.A. or B.Sc., or its equivalent
 - (ii) Trained Teachers' Certificate or Collegiate Grade and
 - (ii) Senior Diploma in Teaching the Blind
3. Headmaster in the Special School for the mentally retarded (High School)
 - (i) B.A. or B.Sc., or its equivalent
 - (ii) Trained Teachers' Certificate or Collegiate Grade and
 - (iii) Senior Diploma in Teaching the Mentally Retarded
4. Teachers in the Special School for the Blind (High School) Standard IX to XI
 - (i) B.A. or B.Sc., or its equivalent
 - (ii) Trained Teachers' Certificate or Collegiate and
 - (iii) Senior Diploma in Teaching the Blind.
5. Teachers in the Special School for the Mentally Retarded (High School) Standard IX to XI
 - (i) B.A. or B.Sc., or its equivalent
 - (ii) Trained Teachers' Certificate or Collegiate Grade and
 - (iii) Senior diploma in teaching the mentally retarded.
6. Teachers in the Special School for the Deaf and Dumb (Primary and Middle School Standard)

- (i) B.A. or B.Sc., or its equivalent
- (ii) Trained Teachers' Certificate or Collegiate Grade and
- (iii) Junior Diploma in Teaching the Deaf and Dumb.

7. Teachers in the Special School for the Blind (Primary and Middle School Standard)

- (i) Trained Teachers' Certificate of Secondary Grade; and
- (ii) Junior Diploma in Teaching the Blind

8. Teachers in the Special School for Mentally Retarded (Primary and Middle School Standard)

- (i) Trained Teachers' Certificate of Secondary Grade and
- (ii) Junior Diploma in teaching the mentally retarded

III. QUALIFICATION FOR THE NON-TEACHING STAFF IN MINORITY SCHOOLS INCLUDING TRAINING SCHOOLS.

Name of Post and Qualification are as given below :-

1. Clerks including Library Clerk
S.S.L.C. with eligibility for Public Service
2. Record Clerk, Laboratory and Library Assistant,
S.S.L.C. completed
3. Peons
A Pass in standard VIII.
4. Watchman, Waterman, Gardener, Sweeper and Scavenger
To read and write Tamil.

Explanation : (1) The qualification prescribed as above for all posts shall be applicable for the appointment to be made in minority schools on or after the issue of these rules.

(2) Persons who are in service prior to these rules shall be eligible for appointment in any other school even after the issue of these rules.

(3) The Director of School Education shall be the authority competent to evaluate and accept other qualification for the purpose of appointments.

Annexure - II **Vide Rule 9 (12) (c)**

1. List of registers to be maintained by Pre-Primary Primary and Middle Schools,
 - (1) Register of admission and withdrawals
 - (2) Register of Attendance of Pupils
 - (3) Register of Attendance of Teachers

- (4) Acquittance Roll of Teachers
- (5) Leave Registers
- (6) Scale Registers
- (7) Register of fines
- (8) Census Registers
- (9) Mark Registers
- (10) Stagnation Register
- (11) Register sheet
- (12) Register of Scholarship and Acquittance roll
- (13) Stock Register of articles purchased or received without Government Grants.
- (14) Register of furniture books and appliance purchased out of Government Grants
- (15) Library Stock Register
- (16) Stock Register of Science Equipments
- (17) Stock Register of Games Articles
- (18) Cash Book
- (19) Visit Book

2. List of Registers to be maintained by high Schools

- (1) General Cash Book
- (2) General Ledger
- (3) Special Fees Cash Book
- (4) Special Fees Ledger
- (5) Daily Fee Collection Register
- (6) Term Fee Register
- (7) Acquittance Register
- (8) Scholarship Register
- (9) Concession Register
- (10) Postage Register
- (11) Refund Register
- (12) Admission Register
- (13) Pupil's Attendance Register
- (14) Stock Register
- (15) Staff Attendance Register - Teaching
- (16) Staff Attendance Register Non - teaching
- (17) Casual Leave Register
- (18) Leave other than Casual Leave Register
- (19) Scale Register

(20)A Separate Cash Book and Register for the Amenity Fund

(21)Visit Book

3.List of Registers to be maintained by training institutes :

(1) Cash Book - General

(2) Cash Book - Special Fees

(3) Ledger - General

(4) Ledger - Special Fees

(5) Daily Fee Collection Register

(6) Acquittance Register

(7) Scholarship Register

(8) Stipend Register

(9) Postage Register

(10)Refund Register

(10)Stock Register

(11)Stock Register

(12)Staff Attendance Register - Teaching Staff

(13)Staff Attendance Register - Non-teaching Staff

(14)Casual Leave Register

(15)Leave other than Casual Leave Register

(16)Leave Register - Pupils

(17)Pupils Attendance Register

(18)Admission Register

(19)Scale Register

(20)Visit book

4.40 : Library Unit

Arulselvam.M. The Tamil Nadu Educational code.

4.50 : Enrichment Activities

1. What are the qualification for appointment of different level of teachers in Minority Schools?
2. Describe the Audit of Accounts in Minority Schools.
3. Discuss the procedure for Closure of Minority School.

UNIT V

5.10 : Overview

Nursery & Primary School - Approval - Admission - Finance, Staff, Registers, Buildings, Closure of Schools & Disciplinary Regulations.

5.20 : Objectives

- define the meaning of Nursery and Primary School.
- explain the procedure for recognition of Nursery and Primary School.
- describe the procedure for Admission of pupils in Nursery and Primary Schools.
- bringout the regulations of Nursery and Primary Schools.
- findout the source of financial for the Nursery and Primary Schools.
- explain the qualification of Staff working in Nursery and Primary Schools.
- discuss the leave rules of Nursery and Primary Schools.
- list the Registers maintain in the Nursery and Primary Schools.
- explain the procedure for closure of Nursery and Primary Schools.
- bringout the disciplinary regulations of pupils in Nursery and Primary Schools.

5.30 : Study Materials.

Code of Regulations for Approved Nursery and Primary Schools : Tamil Nadu

(G.O. Ms. No. 484, Education, Dated 24.4.1991

As Amended in

G.O. Ms. No. 349, Education, Dated 31. 3.1993)

5.3.1. Introduction

1. (i) The Code applies to Approved Nursery and Primary Schools under the control of Director of Elementary Education, TamilNadu.

(ii) It shall come into force on such date as the Government may be Notification appoint.

2. Definitions :- The Approved Nursery/Primary Schools in this Code signifies the Schools which were approved by the Department of Elementary Education.

In this Code, unless the context otherwise requires:

- (i) The term 'School' signifies approved Nursery and Primary School.
- (ii) The term 'Government' signifies the Government of TamilNadu.
- (iii) The term 'Director' signifies the Director of Elementary Education.

- (iv) Headmaster/Headmistress denotes the head of Approved Nursery and Primary Schools.
- (v) 'Educational Agency' means any person or body of person which has established and is administering or proposes to establish and administer such Nursery and Primary Schools.
- (vi) The term 'Board' means 'Board of approved Nursery and Primary Schools'.

3. The responsibility of maintenance and control of every Approved Nursery/Primary School shall vest in a governing body which shall be responsible for the fulfillment of all the conditions. The governing body may entrust the management of a school to a Manager or/and a Correspondent responsible to it. But, such delegation will not divest of ultimate responsibility to the Department and Government. The Manager or/and Correspondent duly appointed by the governing body of the Educational Agency shall be approved by the Department.

In communication with the department, the Manager or Correspondent should invariably address the Director of Elementary Education or the authority appointed by him.

- 4. The interpretation of any Article in this code shall vest with the Department.
- 5. The appendices to the Code shall have the same effect as Articles of the Code and shall be treated as part of the code.
- 6. The Approved Primary/Nursery Schools will be considered as a separate entity by the Department.
- 7. The Schools will continue to be fee based and use English or Tamil or other minority languages as medium of instruction.
- 7(a) Tamil should be taught compulsorily in the Nursery Classes and Standards I to V. In the case of pupils whose mother tongue is not Tamil and who wish to study their own language under Second Language, Tamil be made a Compulsory Additional Language.
- 8. This code shall be applicable also to Pre-primary Classes Std. I to V of Approved Nursery/Primary Schools.
- 8(a) The Management should be prepared to run the Institution without any kind of Grant-in-aid from the Government all the time.
- 8(b) A separate Board of Approved Nursery and Primary Schools will be constituted.

5.32. : Approval of unrecognised Nursery/Primary Schools

- 1. All unrecognised Nursery/Primary Schools as on will be given approval by the Department on submission of particulars in the proforma prescribed (Annexure I).

Approval will be accorded for Nursery Classes and Primary Classes, i.e., Standards I to V that actually exist.

2. Powers to grant Approval :- (i) The competent authority to grant approval to an Unapproval of Nursery/Primary Schools or to upgrade the existing school will be the Director or an Officer authorised by him. The application will be made in proforma prescribed in Annexure I. The fees to be paid in respect of every application to open an Approved Nursery/Primary School shall be Rs. 500/-. The fee shall be credited to Government under the Head of Account prescribed by the Department.

(ii) A list of Approved Nursery/Primary Schools approved by the Department shall be placed before the Board for information.

(iii) The following conditions shall be satisfied for the purpose of approval.

(a) The Educational Agency shall produce a licence permitting the use of the school building as Public Building under the Tamil Nadu Public Buildings (Licensing) Act, 1965. (Tamil Nadu Act XIII of 1965). The necessary structural stability Certificate for the purpose may be obtained from public Works Department Engineer or any other Chartered Engineer.

(b) Where the licence has been issued for a specific period, the fresh licence shall be produced before the expiry of the period of validity of the said licence.

(c) The Educational Agency must satisfy that the school is actually needed in the locality or district and that it has sufficient buildings, class rooms, laboratories, furniture sanitary facilities and adequate grounds for Physical Training activities.

"The Educational Agency shall obtain No Objection Certificate from the schools situated within a radius of one Kilometre run by all types of managements in rural areas. However, such certificates need not be furnished in respect of schools functioning prior to 1.5.95., and no such certificate is required in respect of schools located in Corporation Municipal areas". (G.O. Ms. No. 126, Schools Edn. Dt. 24.4.98)

(d) The Management should create an endowment and prescribed below which shall be deposited in any shall savings scrip within three months and send a copy of the Deposit. Receipt to the Director or an Officer authorised by him for verification.

Strength	Endowment
(i) Schools with upto 100 pupils....	Rs. 5,000/-
(ii) Schools with 101-250 pupils....	Rs. 7,500/-
(iii) Schools with 251-500 pupils...	Rs. 15,000/- (in three equal annual instalments)

(iv) Schools with above 501 pupils...	Rs. 25,000/- (in three annual instalments Rs. 10,000/- + Rs. 10,000 /- + Rs. 5,000/-
---------------------------------------	---

(e) In addition to the creation of the endowment referred to above in the case of new schools, the Educational Agency shall also deposit in any scheduled-bank in the name of the school, a sum equivalent to a minimum of one month's salary of the staff employed in the school to serve as a working capital of the school which may be drawn for the disbursement of salary to the members of the staff on the due date in the event of any delay in the disbursement of salary.

(f) The Educational Agency in the case of new schools should have fulfilled all the conditions stipulated by the competent authority at the time of according approval to open the school. No school shall be permitted to function without approval. Nobody will be permitted to start the school without getting the approval from the competent authority.

(g) The School shall be situated in a building which is accessible to all castes and communities.

(h) The management of a school shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in approved schools or who has been convicted for offences involving moral turpitude.

(i) It shall be open to the competent authority to reject the application of a new school for approval if he considers that any one of the conditions has not been satisfied.

(j) The Direct or Officer authorised by him may visit an approved school during school hours.

(k) The Sanitary certificate must be obtained from the Competent Health Authorities.

(l) The Educational Agency should adopt a common curriculum prescribed by the Government with freedom for teachers to innovate teaching methodologies. An approved Nursery/Primary School Should follow only approved text books which are prepared/approved in accordance with the prescribed curriculum and syllabus for the pre-primary and primary classes. Guide books will be supplied for all the subjects.

(m) The approval is given for LKG, UKG, I Std to V Std. In English, Tamil medium and other minority languages.

(n) Annual affiliation continuance fee shall be as follows:

No. of pupils		Annual Affiliation Fees
upto - 100	-	Rs. 150/-
101-250	-	Rs. 250/-

251-500 Rs. 400/-

501 and above Rs. 500/-

Withdrawal of permission : (a) The competent authority for withdrawing approval of a Nursery/Primary School will be the Director or an Officer authorised by him. (b) The approval shall be withdrawn permanently or for an specified period by the Director or an Officer authorised by him after a proper enquiry, if the Educational Agency or its authorised representative violates any one of the conditions stipulated for approval.

Annexure - I PROFORMA

Application for the Approval of Nursery and Primary Schools

1. Name of the School
with full address :
2. a) Date in which the school is
permitted by the Director :
- b) Reference number and date
of orders of the Directorate :
3. Name of the Educational
Agency managing the School :
4. Name of the Manager
(if there is a post as such) :
5. Name of the authorised
Correspondent :
6. Name of the Headmaster/
Headmistress of the School :
7. a) Standard to which
approval is sought :
- b) Standardwise and Sectionwise
in strength (to be given in
a separate Annexure) :
- c) Name of other Pre-Primary,
Primary, and Middle Schools
in the locality within a
radius of one kilometre :
- d) Distance of such schools

from the proposed school

- e) Particulars of strength of attendance (roll and attendance) of such schools (Standardwise particulars should be furnished :

- f) Whether there is any natural barrier between the existing School/Schools and the proposed School, if so, the same may be furnished in detail.

In annexure1, item 7, after sub item

(b) the following sub-item c,d,e,f entries

shall be added by G.O M.S.No. 126 School Edn. Dt. 20.4.98

8. Particulars of Teaching and Non-teaching Staff employed in the school (to be given in a separate annexure) :

Serial Number	Name	Date of Birth	Academic Qualifications with subject studied in degree	Professional Qualifications with subject	Pay
1	2	3	4	5	6
Total service in other recognised schools and matriculation schools		Total Service in the persent School	Total Service column 7(a) + 7(b)		
7(a)		7(b)	7(c)		

9. a) Details of accommodation and sanitation available should be enclosed preferably with a sketch :
- b) The portions of the building occupied by the approved Schools may be shown separately in the sketch.

- c) Whether water facility is available
 - d) Whether owned or rented or rent free.
10. Details of furniture, appliances and apparatus available
11. a) Whether a Library is provided
b) Number of volumes available
- 12. Playground**
- a) Area available in acres
 - b) Owned or leased
13. a) Whether the school has created the endowment as required by the Directorate as prescribed in the code of Regulations Rule 10 (iii) (d) :
- b) If so, the amount of endowment created :
- c) Cash reserve as required in Rule 10 (iii) (e) :
14. Fees levied in each standard :
15. Whether the school is holding a licence permitting the use of the school building under the tamil Nadu Public Building (Licensing) Act. (Tamil Nadu Act XIII of 1965) copy to be enclosed)
16. Whether the school has received a sanitary certificate from the Competent authority (in Madras City Director of Public Health (Copy to be enclosed).
17. Whether the management is willing to run the school if approved without claiming any

kind of grant-in-aid from
Government at all times

DECLARATION

On behalf of the Management of the school, I hereby declare that we shall abide by the conditions for approval in Rule 10 and the provisions of the code of regulations for approved Nursery and Primary School.

Signature of the person duly
authorised by the Government

5.3.2 : Admission and withdrawals

Admission :- (i) The Headmaster/ Headmistress will have the right of admission and will also be responsible for admission and to Rules and Instructions issued by the Department from time to time.

(ii) A pupil with a valid transfer certificate shall be admitted to the standard to which the T.C. declare him/her fit. The pupil should not be placed in a class higher or lower.

(iii) Age of Pupils :- Pupils admitted into pre-primary classes and five years of age on 31st July of that year, 31st July will be the reference date. No exemption from the operation of the age rules will be applied for or sanctioned for pupils studying in Std. I for it defeats the very purpose of having a minimum age limit.

(iv) Age rules need not be applied in other Standard for pupils who are coming for admission with valid transfer certificates from other recognised schools.

(v) Age rules should be applied to the pupils as applicable to pupils of Recognised Schools. The Director or an Officer authorised by him is competent to give exemption upto a period for six months in deserving cases on the recommendation of Headmaster/ Headmistress in the case of admission in Std. I and above.

(vi) Application of admission shall be made in the form prescribed in Annexure II. The Headmaster/Headmistress may at his/her discretion demand a valid birth certificate at the time of admission. Baptism Certificate may be accepted as equal to birth certificate. The date of birth once entered will not be altered except when on obviously absurd entry has to be corrected or when a civil court directs correction in any individual case. In these cases, the correction should be made only under the orders of Director or Officer authorised by him and should be attested by an Officer authorised by the Director.

(vii) No pupil who has not attended an approved school in the first term shall be admitted in the second term to any of the approved school without the prior permission of the Director or an Officer authorised by him. (The first term will constitute the months

from June to December, and the Second term will constitute the months from January to April).

(viii) Transfer Certificates received from other States should bear the countersignature of the Inspecting Officer of the concerned State.

Withdrawal : Transfer Certificate may be issued only on application by parents or guardians in writing. Transfer Certificates should not be issued in the case of pupils debarred till the period is over. A form for Transfer Certificate is given in Annexure III.

Annexure - II
Application for Admission into approved
Nursery / Primary schools

1. Name of pupil :
2. Date of Birth :
3. Nationality and State to
which the pupils belongs :
4. Religion (this information
is intended only for
statistical purposes) :
5. Does the candidate belong to
Scheduled Caste or Scheduled
Tribe or other socially and
educationally backward classes
specified in the Tamil Nadu
Educational Rules or is he a
convert from the concept from
the Scheduled Caste or the
Scheduled Tribe? If so,
please specify :
6. Whether living with parent or
guardian and local residence of
not living with parent or
guardian :
- 7.a) Name of parent :
- b) Occupation :
- c) Full Address :

- 8.a) Name of guardian :
- b) Occupation :
- c) Full Address :
9. Class last studied, name of School last attended and whether qualified for promotion :
10. Whether Record Sheet/transfer Certificate or Elementary School Leaving Certificate and (or) record sheet is attached.
11. Class into which admission is sought.
12. Mother tongue of the pupil :
13. Languages proposed to be taken under Second Language :
14. Protection from small pox whether vaccinated or small pox marked :
15. Previous school history of pupil :

I declare that the statement above is correct and that the pupil has not attended any other school besides those mentioned above.

I declare that I will not ask for a change in date of birth in the future.

Signature of Parent / Guardian

Station :

Date :

Orders of the Headmaster / Headmistress
(regarding admission with signature and date)

Annexure - III

FORM OF RECORD SHEET / TRANSFER CERTIFICATE

Number :

1. Name of the school which the pupil is leaving :
2. Name of the pupil :
3. a) Name of the Father, :
- b) Nationality, Religion or Caste :
- c) Community State whether the pupil belongs to - :

- i) Adi Dravidar (S.C. or S.T.) .
- ii) Backward Class :
- iii) Most Backward class :
- iv) Converts to Christianity
from S.C. of S.T. :
- v) Denotified Communities :
- 4. Date of birth (in words) as
entered in the Admission
Register :
- 5. Standard in which the pupil
was reading at the time of
leaving (in words) :
- 6. Date of admission or promotion
to that standard. The year to be
entered in words :
- 7. Whether qualified for promotion
to a higher standard :
- 8. Date on which the pupil
actually left the school :
- 9. Date on which application for
Record sheet/Transfer Certificate
was made on behalf of the pupil
by his/her parent/Guardian :
- 10. Date of Record Sheet/Transfer
Certificate :
- 11. Signature of the
Headmaster/Headmistress :

5.3.4 : School Regulations

(i) School Hours : The ordinary school day shall consist of not less than four hours in Stds. I to V. The holding of school for more than three consecutive hours is prohibited. In the lower classes, if the pupils are young, at least one break of fifteen minutes shall be allowed where the course of continuous instructions extends to three hours.

(ii) Workings days : The minimum number of working days in a year should be 220 including Examination Days. At the beginning of an academic year, the schools will draw up a list of working days and holidays and send the same to the Director or an Officer authorised by him.

(iii) School Uniform :

a) Uniform for Teachers and Headmistresses :

Yellow Saree and Yellow Blouse.

b) uniform for Boys

Navy Blue shorts and White half shirts, Black shoes with white socks, Blue tie with school badge.

(c) Uniform for Girls :

Navy Blue Skirts, White Blouse, Blue socks, Blue tie with School badge.

Admission in excess of 50 pupils in a standard or a section or a standard should not be made without the prior permission of the Director or an Officer authorised by him, provided there is sufficient accommodation. There should not be more than four sections in a class. Each section should have a separate classroom. To open a fifth section for a standard, permission should be obtained from the Director or an Officer authorised by him. Information shall be given to the Director or an Officer authorised by him when a section is closed down.

(iv) The name of the school should be as found in the approval order. The name of the school will be exhibited prominently in Tamil and English.

iv) Annual Promotion : Promotions will be made annually by the Headmaster/Headmistress. The Headmaster/Headmistress will be ultimately responsible for promotion. There will be no double promotion in any one year.

The Headmaster/Headmistress will draw the principle of promotions every year in consultation with the Staff Council. Principles may differ for each standard and section. But once principles are framed there should be no deviation. Standardwise principles of promotion and detention lists should be recorded in a register and signed by the Headmaster/Headmistress and teachers concerned within a week after the completion of promotions and before publishing the results. However, the promotion rules applicable to recognised Primary Schools shall be applied.

5.3.5. : Financial side of Approved Nursery and Primary Schools

(i) The approved Nursery and Primary schools will continue to enjoy the financial autonomy hitherto enjoyed by them. They will ensure that the fees that they are levying are reasonable and are commensurate with the expenditure involved and amenities provided. After the financial year is over, the accounts are to be audited by a Chartered Accountants and a certificate signed by the auditor to the effect that the accounts have been audited, should be sent to the Director or an Officer authorised by him within a month after the completion or audit.

(ii) The teaching and non-teaching staff in Approved Nursery and Primary Schools should be paid decent salary proportionate to the income of the School which is primarily made up of School Fees.

5.3.6 : STAFF

1. Qualification of the Staff :- The staff will be qualified in accordance with the rules prescribed in the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974 in so far as it applied to the members of staff in these schools.

2. Proviso : Only Lady Teachers be appointed for Nursery Classes and for Standards I to V.

(a) The teaching staff who are untrained at the time of approval will be retained conditionally in service till they undergo proper training course. The teaching and non-teaching staff can be appointed by the respective managements.

(b) The teachers to be appointed in future in the existing approved Nursery and Primary Schools and the teachers to be appointed in the New Nursery and Primary Schools to be opened should be qualified trained teachers only.

3. The members of the staff including the Headmaster/Headmistress will retire at the age of 58. If they have to retire in the middle of the academic year, they will continue to be re-employed till the close of the academic year i.e. 31st may. The Director is empowered to give extension for a period of two years only. One year at a time in respect of Headmaster/Headmistress of unrecognised Nursery/Primary Schools who attain the age of 58 in special cases provided that the services, conduct and character of the Headmaster/Headmistress are extraordinarily satisfactory and the management also recommends and he/she is physically fit to continue in service for the period to be extended.

4. In a vacancy, member of teaching and non-teaching staff shall be appointed only on probation for a period of 12 months from the date of his/her appointment. But, the school authority may, before the expiry of that period extend it to a further period not exceeding 12 months for reasons to be given in writing to the teacher and acknowledge by the teacher.

5. **Terminations** : (A) In respect of a teacher or a member of non-teaching staff appointed temporarily or to act on probation, the management shall have power to terminate the services of such teacher or a member of non-teaching staff without notice. for any or all of the following reasons :-

(i) Wilful neglect of duty; serious misconduct, gross insubordination, mental unfitness, suspension or cancellation of Teachers Certificate by the Director or by an Officer authorised by him under the Code of Regulations for approved Nursery/Primary schools.

(ii) With notice to two months or two months salary in lieu thereof for the following reasons:-

(a) Incompetence, (b) Retrenchment and (c) physical unfitness or any other good cause.

Terminations :(B) In respect of teachers or a member of non-teaching staff appointed permanently. The management shall have the power to terminate the non-teaching staff without notice for any or all of the following reasons:-

(i) Wilful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension, re-cancellation of teacher's certificate by the Director or an Officer authorised by him under the Code of Regulations for Approved Nursery/Primary Schools.

(ii) With three months notice or three months salary *in lieu* thereof for the following reasons:-

(a) Incompetence; (b) Retrenchment; (c) and physical unfitness; or any other good cause.

Subject to the Proviso given below :

(i) The School authority shall not terminate the services of the said teacher or a member of non-teaching staff whether summarily or otherwise without informing him/her in writing of the grounds on which they intend to take action and giving him/her what in their views is a reasonable opportunity for stating his/her case in writing and before coming to a final decision, shall duly consider his/her statement and if he/she so desires give him/her a personal hearing or conduct an enquiry.

(ii) It shall be lawful for the school authority at any time if satisfied in medical evidence that the said teacher or a member of non-teaching staff is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his/her duties as such teacher or a member of non-teaching staff to terminate his/her services on paying him/her three month salary less any amount which may have been paid to him/her as leave allowance after the date of his/her last appearance in the school, for the regular discharge of his/her duties as teacher or a member of non-teaching staff subject of a minimum of one month full salary.

(iii) That the said teacher or a member of non-teaching staff shall not during the period of this agreement when he/she has not been given notice or termination of his/her services by the school authority or has not given notice to the school authority for such termination of his/her services apply for an appointment under any other authority except through the school authority and the penalty for any breach of this may at the discretions of the school authority be dismissal from service. The school authority

shall not refuse to forward such application but may decline to relieve him/her when the need arises unless he/she gives due notice or pays a amount equal to the salary for three months.

(iv) That the said teacher or a member of non-teaching staff when he/she becomes a permanent member of the staff of the said school shall be entitled to have his/her services terminated either by giving to the school authority three months' notice thereof in writing or by paying that authority three months salary in lieu of such notice.

6. Minor Punishment : The management may impose any of the following minor punishment on the said teacher or a member of non-teaching staff for any irregularity or breach of the code of conduct on the part of the said teacher or a member of non-teaching staff.

(i) Censure; (ii) Withholding of increment with or without cumulative effect; (iii) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Provided the management follows all the procedure as laid down for awarding major punishment and arrives at the decision of awarding a punishment.

7. Agreements : The managements shall enter into an agreement with the teacher or a member of non-teaching staff in Forms given in Annexure V, if the appointment is for a period exceeding six months.

Three copies of the Agreement shall be executed. One copy shall be furnished to the teacher or a member of non-teaching staff concerned, the other copy shall be retained by the management and the third copy shall be forwarded to the Director or an Officer authorised by him.

(a) In all cases of punishment, except in cases, of censure, an appeal lies with the Director or an Officer authorised by him in respect of Headmaster/Headmistress, teachers and other staff of the schools. A second appeal shall lie with the Director of Elementary Education against the orders passed by the officer authorised by him. If the appeal is made after two months from the receipt of orders of punishment, it will be considered as belated.

5.3.7 : Leave Rules

The leave rules approved by the Government of Tamil Nadu for teaching and non-teaching staff in other recognised schools are applicable to approved Nursery/Primary Schools.

Annexure - IV

CODE OF CONDUCT FOR TEACHERS AND OTHER PERSONS EMPLOYED IN AN APPROVED NURSERY AND PRIMARY SCHOOL

1. Every teacher or other person employed in an approved Nursery and Primary School, shall discharge his/ her duties efficiently and diligently and shall conform to the rules and regulations.
2. No teacher or other person employed in approved Nursery/Primary School shall absent himself/herself from his/her duties without prior permission. In cases of sickness or absence on medical grounds a medical certificate to the satisfaction of the school authorities shall be produced within a week.
3. No teacher or other persons employed in an Approved Nursery/Primary School shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuitions specific written sanction of the school authorities shall be obtained.
4. a) No teachers or other persons employed in an approved Nursery/Primary School shall send any application for employment under any other agency except through the Management of the School.
b) The management shall not withhold any such application. It shall, however, be open to the Management to prescribe reasonable conditions for relieving him/her.
5. Prior permission of the management shall be obtained in a case where any teacher or other person, employed in an approved Nursery/Primary school seeks to accept honorary work without detriment to his/her duties as a teacher.
6. A teacher or other person employed in an Approved Nursery/Primary school who becomes involved in a criminal proceedings shall inform the management of such proceedings.
7. No teacher or other person employed in an approved Nursery/Primary School shall engage himself/herself in any political activity. He/she shall not be associated with any political party or any organisation which takes part in politics or shall subscribe to or assist in any other manner any political movements.
8. No teacher or other person employed in an approved Nursery/Primary School shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the teachers constituencies.
9. No teacher or other person employed in an approved Nursery/Primary School shall bring or attempt to bring any political or outside pressure on his/her superior authority in respect of his/her individual service interest.

10. No teacher or other person employed in an approved Nursery/Primary School shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State of friendly relation with foreign states. Public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.

11. No teacher or other person employed in an approved Nursery/Primary School shall indulge in anti-Government activities.

Adoption of legitimate methods of ventilating grievances however shall not be considered as anti-government.

Annexure - V

Form of Agreement

Agreement made this day of Two thousand and between (management) of the one part and (teacher) of the other parts.

WHEREAS the management have agreed to engage the said teacher to serve in the name of the school at (place) in the capacity of a teacher and on the salary hereinafter mentioned :

Now these present witness and the parties hereto do hereby agree as follows:

1. That the management shall employ the said teacher and the said teacher shall serve the management as a teacher at (Place) from the date of his/her taking charge of such appointment until such employment shall be determined as hereinafter provided.
2. That the said teacher shall be on probation for a period of twenty four months from the date of taking charge of his/her appointment, but the management may before the expiry of that period extend it to a further period not exceeding twelve months for reasons to be recorded in writing.
3. That the said teacher will employ himself/herself honestly, efficiently and diligently under the orders and instruction of the Headmaster/Headmistress or Correspondent or other Officers of the said school under whom he shall from time to time be placed as teacher in the said school in which capacity he/she will discharge all such duties appertaining to that office and do all things which may be required, of him/her or which are necessary to be done in his/her capacity as aforesaid and will make himself/herself in other respects generally, useful as may be required of him/her.
4. That the said teacher will not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of his/her superior officers authorised in this behalf or in case of sickness or inevitable accident without

forwarding where necessary a medical certificate satisfactory to the management as may be required by the leave rules for the time being in force in the said school.

5. That the said teacher will devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative and without the specific written sanction of the management.

6. That the said teacher shall conform to all the rules and regulations for the time being in force in the said school and obey all lawful orders and directions as he/she shall from time to time receive from any authorised officer of the said school :

7. That the management shall have the power to terminate the services of the said teacher when he becomes a permanent member of the staff of the school-

a) Without notice for any or all the following reasons:

Wilful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension or cancellation of teacher's certificate by the Director of Elementary Education, under the Code of Regulations for the approved Nursery/Primary Schools.

b) With three months notice or three months salary in lieu thereof for the following reasons:

Incompetence, Retrenchment, Physical unfitness or any other good cause :

Provided that -

(1) (i) The management shall not terminate the services of the said teacher whether summarily or otherwise without informing him/her in writing of the grounds on which they intend to take action and giving him/her what in their view is reasonable opportunity for stating his/her case in writing and before coming to a final decision, shall duly consider his/her statement and if he/she so desires give him/her a personal hearing or conduct an enquiry .

(ii) The management shall not, except with the previous permission of the Director or an officer authorised by him terminate the services of the said teacher for incompetence if he/she put in five years of efficient service after he/she is confirmed in his/her appointment, and

(iii) It shall be lawful for the management at any time if satisfied on medical evidence that the said teacher is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his/her duties as such teacher, to terminate his/her services on paying him/her as leave allowance after the date of his/her last appearance in the school, for the regular discharge of his/her duties as teacher subject to a maximum of one month's full salary.

(2) That the said teacher when he/she becomes a permanent member of the staff of the said school, shall be entitled to have his/her services terminated either by giving to the management three months notice thereof in writing or by paying that authority three month's salary in lieu of such notice.

(3) That the said teacher shall not during the period of this agreement when he/she has not been given notice of termination of his/her services by the management or has not given notice to the management for such termination of his/her services apply for an appointment under any other authority except through the management and the penalty for any breach of this may, at the discretion of the management be dismissal from service. The management shall not refuse to forward such application but may decline to relieve him/her when the need arises unless he/she gives due notice or pays an amount equal to the salary for three months he/she is drawing at that time.

(4) That in respect of the teacher appointed temporarily or to act on probation, the school authority shall have power to terminate the services of any such teacher-

(i) Without notice for any or all on the following reasons:-

Wilful neglect of duty; serious misconduct; gross insubordination; mental unfitness; suspension or cancellation of teachers certificate

(ii) With notice of two months or two months salary in lieu thereof for the following reasons:-

Incompetence; retrenchment; physical unfitness any other good cause.

8) That the said teacher shall be paid for such time as he/she shall be in the service of the said monthly salary in the scale of Rs starting on an initial salary of Rs..... With effect from (date) and the following additional allowances (here specify the allowances).

9) That in the event of the temporary absence of the teacher from duty by reason of sickness or leave or other wise, he/she shall be paid such salary only as shall be determined by rules for the time being in force, the said school :

Provided always that the said teacher shall get the full salary or a proportionately reduced amount per month during the vacation, according as he/she has worked for the full period subject to the instructions given by the Director or an officer authorised by him.

10) That in the event of either party to this agreement failing to observe the terms thereof the aggrieved party shall have a right to appeal and the orders of the Director or an officer authorised by him shall be final and binding on the parties.

Note :- The correct designation of the officer should be retained and the other struck off, according to the particular category to which the teacher belongs.

In witness whereof
have here set hands

Signed by the above named
in the presence of

Signed by the above named
in the presence of

5.3.8 : Registers

The following registers will be maintained by Approved Nursery/Primary Schools:-

1. Pupil's Attendance Register
2. Staff Attendance Register - Teaching
3. Staff Attendance Register - Non-teaching
4. Admission and withdrawal Registers.
5. Stock Register for furniture
6. Stock Register for Library
7. Casual Leave Register
8. Leave other than Casual Leave Register
9. Scale Register
Graduate : No. of Secondary Grade, Nursery etc.
10. Acquittance Register
11. Scholarship Register
12. Concession Register
13. Consolidated Marks Register.
14. Promotion Register
15. Visitor's Book
16. Log Book

The School will maintain counterfoil for all Transfer Certificates issued.

The Registers will be maintained properly and the returns required by the department will be furnished promptly by the management. This will be one of the conditions of approval.

A service Register shall be maintained for every teacher or a member of non-teaching staff showing among others, the date of appointment, the scale of pay in which he/she was appointed, the minimum increment given from time to time, the leave to his/her credit and the leave granted and other relevant entries like awards of punishment.

The procedure adopted by the Matriculation Schools regarding the opening and maintenance of Teachers Service Registers shall be adopted in approved Nursery/ Primary Schools.

5.3.9 : Buildings

Use of School Buildings :- The premises of an educational institution or any subsidiary building appertaining to it or playground or vacant site belonging to an approved Nursery/Primary School whether adjacent or remote from it shall ordinarily be used only for the purpose of functions conducted by such institutions. In no case the use of such building, playground or vacant site shall be given for political meetings. The school will make available their halls for the conduct of examinations, if required.

5.3.10 : Closure of Schools

An Educational Agency shall close a school or a standard of a course of instructions therein only after giving notice, in writing one year prior to such closure to the competent authority who had given approval to open school, the standard of the course of instruction. Such notice shall set out an alternate arrangements proposed to be made for the continuance of instruction to the pupils of the school or standard or course of instruction. Such closure however shall be permitted only with effect from the end of school year. The competent authority while giving such permission shall satisfy himself about the adequacy of the alternate arrangements proposed to be made and that any property endowed to the school proposed to be closed shall continue to be used for the educational purpose in accordance with the object of the Trust or Endowment.

5.3.11 : Disciplinary Regulations for Pupils

(i) Gross cases of immorality or insubordination shall be punished by expulsion after charges are framed and a reasonable opportunity to defend himself/herself is given and an suitable enquiry is conducted by the Headmaster/Headmistress. A report should be sent of all such cases to the Director or an officer authorised by him within seven days.

(ii) If admission has been secured for a pupil by means of false certificate of false representation of any kind, he shall be summarily dismissed by the Headmaster/Headmistress with forfeiture of whatever fees he/she may have paid.

(iii) The Headmaster/Headmistress may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the school for the standards of approved Nursery / Primary Schools.

iv) The Headmaster/Headmistress may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school

so far as such rules seem necessary to maintain the credit, usefulness and regulation of the school.

(v) The Headmaster/Headmistress shall have full power to inflict the following punishments in the interest of the students:-

- (a) Fines;
- (b) Loss of Attendance
- (c) Suspension; and
- (d) Expulsion.

(i) If the Headmaster/Headmistress of a approved Nursery/Primary School is found to be negligent in the discharge of his/her duties or is found to have committed any irregularity, the Educational Agency will be the authority to take disciplinary action. The Director shall act when the educational agency fails to act.

(ii) After the conduct of the personal hearing or enquiry by the management a notice will be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to defend himself/herself against the proposed punishment.

(iii) An appeal shall lie with the Director in the case of orders issued by the officer authorised by him.

If the Correspondent of an approved Nursery/Primary Schools is found guilty of malpractice and corruption, the Educational Agency shall conduct an enquiry and take suitable action against him/her failing which the Director or an Officer authorised by him will take action, after conducting a thorough and proper enquiry. An appeal shall lie with the Director of Elementary Education against the orders of the officer authorised by him in this regard.

5.40 : Library Unit.

Arulselvam - **The Tamil Nadu Educational code.** Chennai, Malathi Publications (2003)

5.50 Enrichment Activities

1. Define the term 'Nursery' and Primary Schools.
2. Bringout the procedure for recognition of Nursery and Primary School.
3. What are the procedure to be followed in admitting pupils in the nursery and primary schools?
4. Discuss the regulations of Nursery and Primary Schools.
5. What are the financial sources for Nursery and primary schools?
6. Explain the qualifications of staff working in Nursery and Primary Schools.
7. Write a note on 'Leave rules' in Nursery and Primary Schools'.
8. What are Registers maintain in the Nursery and Primary Schools'.
9. Describe the procedure for closure of Nursery and Primary Schools.
10. Explain the disciplinary regulations of pupils in Nursery and primary schools.

